

## APPENDIX A – PROPOSAL CHECKLIST

<b>PROPOSAL CHECKLIST</b> <b>(Complete and Include with Proposal Submission)</b>		
<b>Item Description</b>	<b>Form</b>	<b>Included ? (Y/N)</b>
Management Letter	N/A	
Vendor Background Information	See Appendix C	
Company Financial Statements	N/A	
Vendor Client Reference 1	See Appendix D	
Vendor Client Reference 2	See Appendix D	
Vendor Client Reference 3	See Appendix D	
Solution and Professional Services Description	N/A	
High Level Work Plan and Task Schedule	N/A	
Staffing Plan (Include Resumes)	N/A	
Functional and Technical Requirements	See Appendix E	
Fee Proposal	See Appendix F	
Schedule 1 Project Contract Information Forms	See Appendix B – OEO Form	
Schedule 2 Schedule of Subcontractor Participation	See Appendix B – OEO Form	
Schedule 3 Statement of Intent to Perform as a Subcontractor	See Appendix B – OEO Form	
Schedule 4 CSB/MBE/FBE Unavailability/Impracticality certification	See Appendix B – OEO Form	
Northern Ireland Fair Employment Practices Disclosure	See Appendix B	
Non-Competitive Bid Contract Statement for 2018	See Appendix B	
W-9 Request for Federal Taxpayer Identification	See Appendix B	
Vendor Pre-registration worksheet (if applicable)	See Appendix B	
Completed Proposal Checklist	Appendix A (This Form)	