

Attachment 21 – COVER PAGE TO OFFER & PROPOSAL CHECKLIST

The offeror shall complete and submit this cover page as the first page of the offer.

Offeror’s Legal Name (include a “Doing Business As” (DBA) if applicable):

Offeror’s Address:
(including county)

Business Size/Designation (check one):

- | | |
|--|--|
| <input type="checkbox"/> 8(a) | <input type="checkbox"/> Small Business |
| <input type="checkbox"/> Small Disadvantaged Small Business | <input type="checkbox"/> HUBZone Small Business |
| <input type="checkbox"/> Women-Owned Small Business | <input type="checkbox"/> Veteran-Owned Small Business |
| <input type="checkbox"/> Service Disabled Veteran Owned Small Business | <input type="checkbox"/> Economically Disadvantaged Women-Owned Small Business |
| <input type="checkbox"/> Owned Small Business | <input type="checkbox"/> Woman Owned Large Business |
| <input type="checkbox"/> Large Business | |

DUNS Number: _____

Estimated Spend: _____

Basis for Estimate: _____

Each Authorized Negotiator’s Name, Title, Phone and Fax Numbers, and E-mail Address:

CERTIFICATION

I hereby certify that I have not made any changes to the terms and conditions of the Request For Proposal Number GS10F17LPP0003 and I represent, to the best of my knowledge and belief, that the information included in my offer is complete, accurate, and true.

Signature of Individual Signing Offer

Date

Printed Name

Title

Email Address

Phone

Attachment 21 (Continued)

PROPOSAL CHECKLIST

This proposal checklist is to assist Offerors in ensuring that proposals are complete. An electronic copy of this completed checklist must be included with all offers submitted. Prior to preparation of your offer, be sure to read the entire solicitation.

Did you verify Past Performance References phone numbers, fax numbers, and email addresses?

(circle one)

YES

NO

Items	Page#/Tab#	Agency Use
L.3.3 VOLUME 1 – CONTRACT DATA		
Tab 1 - Cover Page & Proposal Checklist		
Tab 2 - Table of Contents		
Tab 3 - Standard Form (SF) 1449 (not including Blocks 19-24) and Amendments		
Tab 4 - H.8 Contractor Responsibility and Authority for Contract Administration		
Tab 5 - H.13 Card Action Teams (CATs)		
Tab 6 - H.15 Key Personnel		
Tab 7 - Representations and Certifications (All Section K)		
Tab 8 - Small Business Subcontracting Plan (if applicable) (Attachment 20)		
Tab 9 - SAM.gov Registration/Online Representations and Certifications		
Tab 10 - Joint Venture Agreement (if applicable)		
Tab 11 - Subcontractor Letters of Consent for Past Performance (if applicable)		
Tab 12 - Organizational Conflict of Interest (OCI) Disclosure		
Tab 13 - SOX/Privacy Control Questionnaire		
L.3.4 VOLUME 2 – TECHNICAL PROPOSAL		
N/A - Table of Contents		
Tab 1A – Factor 1 Technical Excellence, Subfactor 1A Technical Expertise		
Tab 1B – Factor 1 Technical Excellence, Subfactor 1B Transition Plan		
Tab 2 – Factor 2 Operational Quality Assurance		
Tab 3 – Factor 3, Live Test Demonstration (Attachment 19)		
Tab 4 – Factor 4 Past Performance and Client References		
Tab 5 – Factor 5 Small Business Participation		
L.3.5 VOLUME 3 – PRICE PROPOSAL(S)		
N/A - Table of Contents		
Tab 1 - Section B – Pricing Schedule(s)		
Tab 2 - Supporting Documentation		
Tab 3 – Contract Access Fee (CAF)		