

Attachment 1

- Proposal Application Checklist

Proposal Application Checklist

Bidder: _____

RFP No: RFP HCDA 02-2017

The Bidder's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. Proposal Forms are on the SPO Website.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Bidder to place "X" for Items included in the Proposal
General:				
Proposal Application Identification Forms	Section 1, RFP	SPO Website	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 2, RFP		X	
Cover Letter and Program Overview	Section 2, RFP		X	
Program Overview	Section 2, RFP		X	
Management Plan	Section 2, RFP		X	
Financials	Section 2, RFP		X	
<u>Bid Forms</u>				
Proposal – BF-1	Section 6, RFP, Attachment 3		X	
Proposal – BF-2	Section 6, RFP, Attachment 3		X	
Proposal – BF-3	Section 6, RFP Attachment 3			
<u>Security Guard License</u>				
<u>Program Specific Requirements:</u>				
Certificate of Compliance				
Proof of insurance			X	
			X	