

**APPENDIX B: PROPOSAL COMPLIANCE CHECKLIST**

**NOTICE TO VENDOR:**

*It is highly encouraged that the following checklist be used to verify completeness of Proposal content.*

Vendor Name \_\_\_\_\_

Procurement Officer \_\_\_\_\_ Review Date \_\_\_\_\_

*Proposals for which **ALL** applicable items are marked by the Procurement Officer are determined to be compliant for responsive proposals.*

*The Evaluation Committee must review any applicable items that are **not** marked to determine if:*

- *the proposal sufficiently meets basic requirements;*
- *the State shall request clarification(s) or correction(s); or,*
- *the State shall deem the proposal non-responsive and reject it.*

*The Proposal Evaluation Team must attach a written determination for each applicable item that is **NOT** marked.*

<input checked="" type="checkbox"/> IF CORRECT	BASIC PROPOSAL REQUIREMENTS
<input type="checkbox"/>	1. Physical Format and Section Content conforms to Requirements
<input type="checkbox"/>	2. Vendor Information Requirements and Cost Proposal received on time at correct location.
<input type="checkbox"/>	3. Vendor Information Requirements and Cost Proposal packaged separately and marked as required.
<input type="checkbox"/>	4. Required number of Vendor Information Requirements copies received.
<input type="checkbox"/>	5. Required number of Cost Proposal copies received.
<input type="checkbox"/>	6. Electronic versions of the Vendor Information Requirements and Cost Proposal submitted on separate properly labeled disks.
<input type="checkbox"/>	7. The Proposal includes a completed and signed RFP Cover Sheet.
<input type="checkbox"/>	8. The Proposal is a complete and independent document, with no references to external documents or resources.
<input type="checkbox"/>	9. Each Proposal section is structured and labeled with the associated section and subsection of this RFP.

<input type="checkbox"/>	10. The Proposal includes written confirmation that the Vendor shall comply with all of the provisions of the RFP.
<input type="checkbox"/>	11. The Proposal includes a brief Statement attesting that it meets all mandatory Vendor requirements.
<input type="checkbox"/>	12. The Proposal includes 3 client references (with all identifying information in specified format and order).
<input type="checkbox"/>	13. The Proposal includes a list of all State of Alabama contracts over the last 3 years (with all identifying information in specified format and order).
<input type="checkbox"/>	14. The Proposal includes a Prime Vendor organizational profile.
<input type="checkbox"/>	15. For each proposed subcontracting firm, the Proposal includes the required organizational profile (with all identifying information in specified format and order).
<input type="checkbox"/>	16. The Proposal includes a detailed description of the proposed system delivery approach for the AL ASSIST system (with all identifying information in specified format and order).
<input type="checkbox"/>	17. The Proposal includes a project organization chart which identifies the proposed project team and personnel that would be assigned to this contract (with all identifying information in specified format and order).
<input type="checkbox"/>	18. The Proposal includes a narrative of the Vendor's proposed overall methodology (with all identifying information in specified format and order).
<input type="checkbox"/>	19. The Proposal includes a narrative of the Vendor's proposed Project Management methodology (with all identifying information in specified format and order).
<input type="checkbox"/>	20. The Proposal includes a narrative of the Vendor's proposed Development and Internal Quality Assurance methodology (with all identifying information in specified format and order).
<input type="checkbox"/>	21. The Proposal includes a narrative of the Vendor's proposed Implementation methodology (with all identifying information in specified format and order).
<input type="checkbox"/>	22. The Proposal includes a narrative of the Vendor's proposed Work Plan.
<input type="checkbox"/>	23. The Proposal includes required supporting documentation of financial stability.

<input type="checkbox"/>	24. The Proposal includes a completed and signed Price Sheet Template Part I (Fixed Project Cost).
<input type="checkbox"/>	25. The Proposal includes a completed and signed Price Sheet Template Part II (Hardware and Software Costs).
<input type="checkbox"/>	26. The Proposal includes a completed and signed Price Sheet Template Part III (Hourly Rates for additional work).
<input type="checkbox"/>	27. The Proposal includes a completed and signed Price Sheet Template Part IV (Summary).
<input type="checkbox"/>	28. The Proposal includes a completed Affidavit For Trade Secret Confidentiality.