

**Exhibit D**  
**BIDDER CHECKLIST – RFQQ 18-1900**

*This Checklist is for Bidder’s convenience to confirm Proposal documents. Bidder is responsible to follow all instructions within this RFQ.*

- Proposal was submitted via email with all required attachments (in Microsoft Word, Excel or Adobe PDF formats and named as specified in RFP) by or before the “Bidder Responses Due Date” in Section 2, Estimated Schedule for Procurement Activities
- The *Letter of Submittal* on Bidder’s letterhead, signed by an individual authorized to bind the Proposer to a contractual relationship, e.g., the President or Executive Director of a corporation, the managing partner of a partnership or the sole proprietor; and any requirements listed in Section 3.1, Letter of Submittal.
- Exhibit A – Bidder Certifications and Assurances* - signed by an authorized individual
- Exhibit B – Wage Theft Prevention Certification* – signed by an authorized individual
- Exhibit C – Proposed Contract*
- Exhibit C1– Proposed Contract Issues List (companion document based on Exhibit C – Proposed Contract)*
- Exhibit D – This Bidder Checklist*
- Attachment A – Proposed Resources (Bidder shall update this document and attach resumes)*
- Attachment B – Bidder Price Proposal – (submit this document in MS Excel)*
- Attachment C – Bidder’s Experience & References (Bidder shall update this document)*

***Be sure that any separate documents requested/required by any Attachment question are also included.***