This Checklist is for Bidder’s convenience to assist Bidder in meeting the Administrative and Mandatory **(M)** Requirements for responsiveness. Bidder is responsible for following all instructions within this RFQ. Failure to meet all Administrative and Mandatory **(M)** requirements will result in disqualification of the Bidder.

* Attend Virtual Pre-Bid Conference, see Section 2.4, *Virtual Pre-Bid Conference* and Section 2.2 *Estimated Schedule for Procurement Activities* **(M)**
* Validate Proposal was submitted:
	+ via email **(M)**
	+ with all required attachments **(M)**
	+ before “Bidder Responses Due Date” in Section 2.2, *Estimated Schedule for Procurement* Activities **(M)**
	+ zipped files cannot be received by OFM and cannot be used for submission of Responses **(M)**

**Documents to Include in Bidder Response:**

* *Letter of Submittal* **(M)**
	+ 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 A1 – Bidder* *Qualifications* **(M)**
	+ signed by an authorized individual
* *Exhibit A2 – Bidder* *Certifications and Assurances* **(M)**
	+ signed by an authorized individual
* *Exhibit B – Wage Theft Prevention Certification* **(M)**
	+ signed by an authorized individual
* *Exhibit B2 – Workers’ Rights Certification* **(M)**
	+ signed by an authorized individual
* *Exhibit C – Proposed Contract*
	+ Bidder may use the track changes function in the proposed contract document and submit the track changes version as a companion to but ***not*** as a replacement of Exhibit C1.
* *Exhibit C1– Proposed Contract Issues List* **(M)**
	+ *Bidder must submit Exhibit C1, even if Bidder has no proposed changes and/or would like to use existing contract*
* *Exhibit D – Bidder’s Checklist*
* *Exhibit E – Diverse Business Inclusion Plan (ONLY bidders who intend to use Subcontractors)*
* *Attachment A – Bidder Response to Ethernet Performance & Service Requirements* **(M)**
* *Attachment B – Bidder Evaluation Pricing Worksheet* **(M)**
	+ Must submit using MS Excel

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