

Appendix G
OFM Competitive Procurement #19-400 for
ERP Expert Advisor Services
Proposal Submission Checklist

This checklist is provided for convenience only to assist Bidders in meeting the submission requirements of the Office of Financial Management (OFM), One Washington Program ERP Expert Advisor Services Competitive Procurement.

Ref #	Competitive Procurement Section	Response Type	Response provided with Proposal?
2.0 Administrative Requirements			
2.1	Competitive Procurement Coordinator	M	
2.2	Schedule of Procurement Activities	M	
2.12	Letter of Submittal	M	
2.13	Bidder Certification and Assurances Form (Use Appendix A)	M	
2.14.1	Structure of Contract – Umbrella Contract	M	
2.14.2	Structure of Contract - Statements of Work	M	
2.15	Holdback	M	
2.16	Sample Contract Response (Use Appendix B, Attachment 1 - Proposed Contract Subjects)	M	
2.17	Current or Former State Employees	M	
2.18	Prior State Contracts	M	
2.19	Prior Contract Performance	M	
2.20	Diversity Participation-Small Business and Veteran-Owned Business Participation Goals	M	
2.21	Incorporation of Documents into Contract	M	
2.23	Insurance	M	
2.24	Workers' Compensation Coverage	M	
2.25	Wage Theft Certification	M	
2.26	Format of Proposals and Proposal Contents	M	
	➤ One (1) hard copy of the Letter of Submittal, signed Wage Theft Certification Form (Appendix D to this CP) and signed Certifications and Assurances (Appendix A to this CP);	M	
	➤ One (1) electronic copy (via e-mail) of the response to:	M	

	<ul style="list-style-type: none"> 1) Administrative Requirements, including the Letter of Submittal, signed Wage Theft Certification Form (Appendix D to this CP), and signed Certifications and Assurances (Appendix A to this CP); and 2) ERP Expert Advisor Services Requirements Response. 		
	<ul style="list-style-type: none"> ➤ One (1) electronic copy (via e-mail) of the Price Proposal that includes: <ul style="list-style-type: none"> 1) Statement of Work 1- ERP Expert Advisor Services Consultant(s); and 2) Rate Card using the response template in Appendix G, Rate Card Response Template. 	M	
3.0 Scope of Work			
3.1	Responsibilities	M	
3.2	State Expectations of ERP Expert Advisor Services Firm Staffing	M	
3.3	Additional Expectations	M	
4.0 ERP Expert Advisor Services Requirements			
4.1	Minimum Qualifications of the ERP Expert Advisor Services Firm	M	
4.2	ERP Expert Advisor Services Experience, Expertise and Approach (MSCOR)		
4.2.1	Bidder Overview	M	
4.2.2	Subcontractor Overview	M	
4.2.3	Public Sector Practice	MS	
4.2.4	ERP Expert Advisor Services Philosophy and Approach to Collaboration	MS	
4.2.5	Staffing Approach	MS	
4.2.6	Statement of Work: ERP Expert Advisor Services	MS	
4.3 Pricing Proposal			
4.3.1	Statement of Work: ERP Expert Advisor Services Pricing (Use Appendix C)	MS	
4.3.2	Rate Card (Use Appendix F)	MS	