

Template M

RFP Response Checklist

Including Response Template

Instructions for RFP Response

RFP #: 03410-128-14

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1. Vendor Response Checklist

The Vendor must complete the following Table 1 in order to verify that all the RFP response requirements as part of Templates A-O have been completed as instructed.

Table 1 Vendor Response Checklist

ITEM #	PROPOSAL RESPONSE ITEM	COMPLETED AND PROVIDED AS INSTRUCTED?		REFERENCE TO PROPOSAL RESPONSE SECTION
1	A. Cover Letter and Executive Summary	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
2	B. Vendor Experience	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
3	C. Vendor References	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
4	D. Project Organization and Staffing Time Commitment	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
5	E. Staff Experience	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
6	F. Response to Functional Requirements	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
7	G. Response to Functional Requirements Approach	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
8	H. Response to Non-Functional Requirements	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
9	I. Response to Technical Requirements Approach	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
10	J. Response to Implementation Requirements Approach	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
11	K. Response to Maintenance Requirements Approach	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
12	L. Work Plan	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
13	M. RFP Response Checklist	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
14	N. Cost Workbook	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
15	O. Response to Supplemental Services Requirements and Staffing Model Approach	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

2. Vendor Attachments

The Vendor must complete the following Table 2 identifying all the other documents (outside of the Templates A-O) that are being attached as part of the RFP response. The Vendor may add more rows as necessary.

Table 2 Vendor Attachment Checklist

ITEM #	ATTACHMENT NAME	ATTACHMENT PROVIDED?		REFERENCE TO PROPOSAL RESPONSE SECTION
1		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
2		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
3		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
4		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
5		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
6		YES <input type="checkbox"/>	NO <input type="checkbox"/>	