PROPOSAL CHECKLIST

The following checklist is provided as assistance to the development of the RFP Response. It in no way supersedes or replaces the requirements of the RFP. Please initial on the lines below for each document/section attesting to the fact that you have read and/or included the documents with your RFP.

Acknowledegment of Receipt of Addenda
(MUST BE INCLUDED IF ISSUED)

Non-Collusion Affidavit

Affirmative Action Statement

Affirmative Action Mandatory Language
(INCLUDE)

Read: Sexual Harassment Guidelines

Read: Americans with Disabilities Act Language

Stockholder Disclosure
(MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL)

NJ Business Registration Required if Awarded
(MUST BE SUBMITTED PRIOR TO CONTRACT AWARD)

Signed Insurance and Indemnification Requirements

Signed Proposal

Signed Continuity of Operation during Emergencies

Signed Contract Award

Three References on enclosed form

Qualification Statement

Key Personnel Information

Cost Proposal Form (EXCEL SPREADSHEET)