RFQ 26-700 Exhibit D

Bidder Checklist

This Checklist is 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.

Documents to include in Bidder Response:

Document		**Mandatory**	**Authorized Signature**	**Requirements**
☐	*Letter of Submittal*	**(M)**	**(M)**	On Bidder's letterhead
☐	*Exhibit A1 – Bidder Qualifications*	**(M)**	**(M)**	
☐	*Exhibit A2 – Bidder Certifications and Assurances*	**(M)**	**(M)**	
☐	*Exhibit B – Wage Theft Prevention Certification*	**(M)**	**(M)**	
☐	*Exhibit B2 – Workers' Rights Certification*	**(M)**	**(M)**	
☐	*Exhibit C – Proposed Contract*	Optional	No	Bidder may use the track changes function in the proposed contract document and submit as a companion to but **not** as a replacement of Exhibit C1
☐	*Exhibit C1– Proposed Contract Issues List*	**(M)**	**(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*	Optional	No	
☐	*Attachment A – Bidder Response to Ethernet Performance & Service Requirements*	**(M)**	**(M)**	
☐	*Attachment B – Bidder Evaluation Pricing Worksheet*	**(M)**	No	Must submit using MS Excel

☐	***Total Documents***	**Mandatory: Eight (8)** Optional: Two (2) ***Be sure that any separate documents requested/required by any Attachment/Exhibit question are also included.***

Submission:

Requirements	
☐	*Via email to the RFQ Coordinator in Section 2.1*
☐	*Subject line of the email: RESPONSE to RFQ # 26-700*
☐	*With all required documents* ***as separate attachments***
☐	zipped files cannot be received by OFM and cannot be used for submission of Responses
☐	*Before* "Bidder Responses Due Date" in Section 2.2, *Estimated Schedule for Procurement* Activities