

## **APPENDIX 21 – PROPOSAL SUBMITTAL CHECKLIST**

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## PROPOSAL SUBMITTAL CHECKLIST

As part of the submitted proposal, the Vendor shall complete this table to indicate compliance with the proposal submittal requirements. In the Compliance column, the Vendor shall mark “Yes” to confirm compliance.

The following is a list of submittal requirements that shall be used prior to the Vendor submitting a Proposal. This is not a comprehensive list; other applicable requirements may be required in order to submit a Proposal. It is the Vendor’s responsibility to ensure compliance with all applicable requirements. If the Vendor becomes aware of any ambiguities or conflicts relating in any way to the submittal requirements, the Vendor shall notify WSDOT immediately, so that WSDOT may resolve them.



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<b>Proposal Requirement</b>	<b>Section</b>	<b>Compliance</b>
Vendor has not approached anyone other than RFP Coordinator.	2.2	
Proposal has not been sent by fax or e-mail communication.	2.2, 2.25	
Proposal addresses all requirements of the RFP.	2.9	
Contract Terms and Conditions - materials provided as requested	2.9.1	
Every electrical contractor and subcontractor shall have a valid electrical contractor license issued by the department of labor and industries before being able to advertise, offer to do work, submit a bid, engage in, conduct, or carry on the business of installing or maintaining wires or equipment to convey electric current, or installing or maintaining equipment to be operated by electric current as it pertains to the electrical industry, unless exempt. Exemptions are contained in RCW 19.28.091.	2.9.1	
Every telecommunications contractor and subcontractor shall have a valid telecommunications contractor license issued by the department of labor and industries before being able to advertise, offer to do work, submit a bid, engage in, conduct, or carry on the business of installing or maintaining telecommunications systems, unless exempt. Exemptions are contained in RCW 19.28.420.	2.9.1	
Proof of Vendor Business License submitted	2.9.1	
Proof that any participant doing work on behalf of Vendor in any of the described WSDOT prequalification categories is certified as a WBE, MBE, or DBE firm, or is prequalified with WSDOT for that class of work.	2.9.1, 2.28	
Proof of Contract Bonds.	2.9.1	
Proof that Vendor's Bonding Company is certified by Insurance Commission	2.9.1	
Proposal provides at least 180 days for WSDOT Acceptance	2.10	
Proof of proposal bond.	2.26, 3.7, 5.1	
Vendor has indicated intent to register with OFM as a Statewide Vendor.	2.27	
Completed OCOI to address specified, on time, with original signature in blue ink, not by email or fax.	2.30, 4.9	
Contractor License and Employment Security Numbers have been provided.	2.32	
Proposal submittal checklist has been completed.	3.2	
Compliance matrix has been completed.	3.2	
Price Proposal submitted under separate cover.	3.5	



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<b>Proposal Requirement</b>	<b>Section</b>	<b>Compliance</b>
Proposals are organized into sections and submitted in separate 3-ring binders as required.	4.0	
Proposal originals and copies are numbered (i.e. "1 of 2", "1 of 20")	4.0	
Introduction Section – 2 originals and 20 copies submitted	4.0	
Technical Proposal Section – 2 originals and 20 copies submitted	4.0	
Administrative Proposal Section – 2 originals submitted	4.0	
Price Proposal Section – 2 originals submitted	4.0	
Electronic copy of the Proposal provided on compact disc	4.3	
Original proposals have original signatures where required	4.0, 4.1	
Letter of Submittal provided as requested, signed and dated in blue ink by person authorized to legally bind the Vendor, on official Vendor letterhead (limited to 3 pages).	4.4, 4.5	
Table of Contents provided as requested	4.6	
Executive Summary (limited to 2 pages)	4.7	
Technical Proposal provided as requested, including:	4.8	
Project Delivery Approach		
Team Organization and Experience (limited to 10 pages)		
Approach to Management and Team Coordination (limited to 10 pages)		
Technical Approach		
Overall Approach (limited to 2 pages)		
Physical Design (limited to 30 pages)		
Conceptual System Architecture (limited to 8 pages)		
Compliance Matrix - Appendix 10		
Administrative Proposal provided as requested.	4.9	
Price Proposal provided as requested (no page limit) - Appendix 11	3.5, 4.10	
Price Certification containing original signatures provided as requested - Appendix 12	4.10	
Financial and Business Information - Appendices 6 and 7	5.0	
Subcontractor Information materials provided as requested, including:	5.2	
Has the subcontractor filed or been petitioned into bankruptcy or insolvency?		
Has the Subcontractor been cited or threatened with citation within the last five years?		



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Proposal Requirement	Section	Compliance
Business Description and Organization materials provided as requested, including:	5.3	
Public Employee Retirement Status		
Debarment		
Arbitration or Alternative Dispute Resolution		
Proof of Insurance		
Liability Insurance		
Additional Provisions		
Litigation		
Full Disclosure		
Contracts		
Future Agreements		