**Appendix B**

**Minimum Criteria for Submission Checklist**

To aid the proposer and staff the following is a checklist of items that should be contained in the submitted proposal in order to the proposal to be considered accepted:

|  |  |  |
| --- | --- | --- |
| **Item** |  | **Completed/Submitted** |
| Attended Pre-Bid Meeting |  |  |
| Proposal submitted by deadline |  |  |
| Proposal submitted is completed on Template Provided including live signature |  |  |
| Attachment 1 – Non Collusion Statement |  |  |
| Attachment 2 – Exception Form |  |  |
| Attachment 3 – Confidential Information Form |  |  |
| Attachment 4 – Business Reference Form |  |  |
| Attachment 5 – Subcontractor Information Form (if applicable)-lack of this will not disqualify proposal. |  |  |
| Attachment 6 – Milestones |  |  |
| Attachment 7 – Budget |  |  |
| Copy Of Business License |  |  |
| Evidence of an Institution of Higher Education / Approved Private Business and Trade School by the Department Of Education |  |  |
| In-Demand Occupation or Supporting Documentation Present |  |  |