

VENDOR ITB/RFP CHECKLIST

1. _____ **Read the entire document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; licensing requirements; contractual requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ **Note the Contract Manager's name, address, phone number and email address.** This is the only person you are allowed to communicate with regarding the ITB/RFP.
3. _____ **Attend the pre-proposal conference.** These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the Department of any ambiguities, inconsistencies, or errors in the ITB/RFP.
4. _____ **Take advantage of the "question and answer" period.** Submit your questions to the contracts manager by the due date listed in the schedule and view the answers given in the formal addenda issued for the ITB/RFP. All addenda issued for the ITB/RFP are posted on the website at www.brookscity-base.com and will include all questions asked and responses concerning the ITB/RFP.
5. _____ **Follow the format required in the ITB** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. _____ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don't assume the Department or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the Department. The proposals are evaluated based solely on the information and materials provided in your response.
7. _____ **Use the forms provided**, i.e., references form, conflict of interest questionnaire, etc.
8. _____ **Check the BDA website for ITB/RFP Addenda.** It is the vendor's responsibility to check the BDA website at www.brookscity-base.com for any addenda issued for this ITB/RFP.
9. _____ **Review and read the ITB/RFP document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response.
10. _____ **Submit your response on time.** Note all the dates and times listed on the Schedule and within the document, and submit all required items on time. **Late proposal responses are not accepted.**