

Attachment F: Submission Checklist

Respondent shall submit three files, One Excel file and two files in Portable Document Format (PDF) as noted below.

☐ The Excel document shall contain the pricing as described in Section 5.01.

☐ PDF No.1 shall contain responses to the following:

1. Minimum Eligibility Requirements, under Section 2.0 and all subsections of Section 2.0, including total years of experience.
2. Scope of Work under Section 3.0 and all subsections of Section 3.0. Respondent should detail how they will meet Scope of Work requirements and provide case studies of similar work performed previously.
3. Respondent shall provide at least three references, including contact information. THECB prefers references from clients for whom Respondent has performed similar work, including other state agencies. Do not use THECB or any individuals employed by THECB as a reference.

☐ PDF No.2 shall contain the following:

1. Attachment A: Execution of Proposal
2. Attachment C: Conflict of Interest Disclosure Statement
3. Transmittal Letter