

# RFP CHECKLIST

## RFP 943-15 PUBLIC SAFETY RADIO SYSTEM

*This checklist is provided as a courtesy to assist respondents in preparing a proposal submission. Respondents are responsible for insuring all required content is included with their submission as stated in the RFP document.*

1. Include a Cover Letter. (Section 1.10)
2. Provide a complete Vendor Profile per items 1-8 of Section 1.10.1, including, but not limited to statements of compliance with City policies, general terms and conditions and documented minority outreach efforts.
3. Include a complete Technical Proposal. (Section 1.10.2)
4. Include a complete Cost/Pricing Proposal. (Section 1.10.3)
5. Include a Project Delivery and Implementation Schedule. (Section 1.10, Item 5)
6. Include a Drug Free Workplace Certification. (Section 2.8)
7. Include an E-Verify compliance statement. (Section 2.9)
8. Include the required Security Bond. (Section 1.5.23) See Addendum 1 for further detail.
9. Include alternate proposal(s) if applicable. (Section 3.5)
10. Include detailed information and pricing for required system options. (Section 3.16)
11. Submit one (1) original and two (2) hardcopies of the proposal.
12. Submit one (1) electronic copy of the complete proposal in PDF format on CD-ROM, or USB flash drive.
13. Submit one (1) redacted electronic copy of the proposal in PDF format with confidential information removed, if the proposal contains confidential information as defined by §1.5.7.