PROPOSAL CHECKLIST
Request for Proposal
FA8604-27-Q-B011

Proposal Item		Yes	No
Technical Volume Requirements	**Is the technical proposal submitted in one (1) original copy?** The technical proposal may have identifying information included. All submissions shall be in PDF format.		
	Does the technical proposal make any reference to cost or pricing data? Cost or pricing information shall not be included in the technical proposal.		
	Does the technical proposal copy contain a cover sheet with the following information: Solicitation number, project title, offeror's name, offeror's address and offeror's Unique Entity ID (UEI) number?		
	Is the technical proposal organized or bookmarked (or some other form of separation)? At a minimum, separation should occur at the Cover Purchase Description (Tab 1) and each of the associated appendices (Tab 2-Appendix A, Tab-3 Appendix B, Tab 4-Apppendix C, etc.) attached to this RFP. Each completed Technical Proposal Questionnaire (TPQ) within the Cover PD and Appendices should be included as a separate attachment. Corresponding literature/cut sheets and the delivery schedules should also be included under the appropriate Tab/Atch numbers.		
	Have each of the TPQs, contained in the Cover PD and all Appendices, been completed in their entirety and included in the technical proposal? Questionnaires shall be completed in their entirety. Offeror's responses shall be typed or printed legibly on the questionnaire(s) and be fully and clearly understandable. Electronic proposal completed TPQ submissions should be grouped under one (1) attachment and submitted as a PDF. Incomplete, omitted, or illegible TPQs will result in an unacceptable rating.		
	Does the offeror's technical proposal contain an exception to the government's requirements? NOTE: Any proposed exception to the government's requirement shall be explained in detail as to why the specification cannot be met and will be evaluated by the Government technical review team for acceptance. The Government has the sole discretion to declare an exception as acceptable/unacceptable. No alternate proposals will be accepted.		

	Are Commercial Literature/Cut Sheets included in the technical proposal and submitted for all equipment planned to be supplied/installed? Offeror shall submit one (1) electronic unsanitized version (PDF) of commercial cut sheets/literature for equipment planned to be provided/installed. The literature shall be clearly marked by highlighting/underlining the specific item(s) being submitted for consideration. Omitted literature/cut sheets will result in an unacceptable technical rating.		
	Has offeror included, in the technical proposal, a proposed schedule that adheres to Section F of the RFP? Has the offeror addressed a delivery schedule for submission of data items, fabrication, shipping, installation and testing? An incomplete schedule will result in an unacceptable rating. Electronic submissions shall be in PDF format.		
	Has offeror submitted a summary of past performance included in the technical proposal? An incomplete summary of past performance will result in an unacceptable rating. Electronic submissions shall be in PDF format.		

Price Volume Requirements	**Has the price volume been prepared separately from the technical volume and submitted in one (1) original copy?** Electronic submission shall be submitted as a separate attachment in PDF format.		
	Does the price volume contain a cover sheet identifying the solicitation number, project title, the offeror's name, address, company point of contact, UEI number other identifying features of the offeror?		
	Does the price volume contain a point of contact and email address for correspondence?		
	Has the offeror included a statement indicating validity of the proposal and all prices for a period of 90 days?		
	Is the price volume organized or bookmarked (or some other form of separation) and contain the Summary Pricing Sheet (located at the end of this document) delineating each CLIN Price rounded to the nearest dollar with a total proposed price? Note: The total proposed price is the summation of all CLIN prices proposed and will be utilized in the determination of the		
	Has the offeror included a completed, signed and dated copy of this checklist in the price volume as a separate attachment? *Failure to provide a completed and signed copy of this checklist will be deemed non-responsive and will not be given further consideration.*		
	Is the cover page of the RFP (SF1449) signed by the offeror and included in this tab, or as a PDF file? Has the offeror completed block 24 with the total proposed contract price?		
	Have the cover sheets of ALL amendments (SF30) to the RFP been signed by the offeror and included in this tab/attachment?		
	Are the total extended CLIN prices rounded to the nearest dollar completed for all CLINs on each of the pages of Section B of the RFP? Are the prices typed/printed legibly and fully and clearly stated? NOTE: The only CLIN that will not contain a separate price is that of "Data" which is Not Separately Priced (NSP). The Data CLIN shall be marked "Not Separately Priced (NSP)"		
	Does the price volume contain a completed AND signed/dated Insurance Certificate (Found in the RFP)? The offeror's electronic submission should list this as a separate attachment.		
	Has the offeror identified whether or not the company is registered in System for Award Management (SAM)?		
	If offeror is registered in SAM, has offeror entered, completed, reviewed and/or verified (within the last 12 months) the Representations and Certifications applicable to Commercial Acquisitions for currency, accuracy and completeness? This includes the applicable size standard (NAICS Code) referenced in this RFP.		
	If the offeror is not registered in SAM, has the offeror completed the Representations and Certifications contained in this RFP? Are they complete and scanned as a separate attachment?		
	Has the offeror updated any representation or certification for this solicitation only, or included any changes? If so, these must be submitted as a separate attachment.		

	By signing this check sheet and checking the "yes" block the offeror acknowledges that because this solicitation is a small business set-aside, it is subject to RFO 19.104-1(f) regarding the "Non-Manufacturer's Rule." Additionally, the solicitation is subject to RFO Clause 52.219-14, "Limitations on Subcontracting."		
	Does the offeror agree that by submission of an offer this indicates agreement with ALL terms, conditions and provisions included in the solicitation? Offers that fail to furnish required representations or information or reject the terms and conditions of the solicitation will be excluded from consideration.		

By signing this checklist summary pricing sheet and including with the proposal, the offeror acknowledges that they have complied with all requirements of this RFP and submits this proposal for consideration of this acquisition.

Complying with all items above will provide evidence of responsiveness to the Contracting Officer and the technical evaluation team that all items have been considered and provided as requested.

_____ _____

Name of Offeror: Date:
Company Name:
Company Address:
Company Email Address:
Company UEI:

Summary Pricing Sheet		
CLIN	***DESCRIPTION***	***PRICE $$$***
0001	***SYSTEM DESIGN COMPLETE***	
0002	***PALLET RACK***	
0003	***BIN SHELVING***	
0004	***MOBILE AISLE***	
0005	***RIDER REACH***	
0006	***STOCK ASSIST VEHICLE***	
0007	***10K PALLET JACK***	
0008	***PROCESSING COUNTER***	
0009	***COLLAPSIBLE BINS***	
0010	***BOLLARDS***	
0011	***ROLLING LADDER***	
0012	***AV CART***	
0013	***WORK HEIGHT PLATFORM TRUCK***	
0014	***ERGONOMIC MAT***	
0015	***ELECTRIC PALLET JACK***	
0016	***CORNER SAFETY MARKERS***	
0017	***DELUXE CARTS***	
0018	***JUMBO CARTS***	
0019	***HOPPER***	
0020	***SYSTEM INSTALLATION COMPLETE & QUALITY CONFORMANCE TEST***	
0021	***SYSTEM RELIABILITY TEST & ACCEPTANCE***	
0022	***SYSTEM DATA***	***NSP***
TOTAL PROPOSED PRICE		