

APPENDIX XI – Submission Checklist

Each response **MUST** include all items listed in both the General Requirements and Project-Related Submission Requirements. If a response is missing any of these requirements, it will fail phase 1 review and will not be further considered. You will be notified by rejection letter if your response is missing any of these items.

Please see the *Section V. Submission Requirements A. and B.* in the RFP for the details of each item listed below:

A. General Requirements

- Certificate of Insurance
- Affirmative Action Certification
- Non-Collusion Affirmation
- Contract Terms – Acknowledgment of A and B
- Evidence of Financial Stability

B. Project-Related Submission Requirements

- Cover Letter/Letter of Transmittal
- Vendor Capabilities Questionnaire
- Security Questionnaire
- Cost Schedule
- Sample Documents (if applicable)
 - Software Licensing Agreement
 - End User Licensing Agreement (EULA)
 - Service Level Agreement
 - Implementation Services Agreement
 - Sample Solution documentation (user guides, training materials, etc.)