

ATTACHMENT 6.9 – Technical Proposal & Evaluation Guide

Vendor Checklist for Prevention of Common RFP Mistakes that Lead to Proposal Rejection*

1. Attachment 6.5 – Section A – Mandatory Requirements

Note: All items must be provided in the format stated by each requirement.

- ☐ Signed and dated Attachment 6.3 - Proposal Transmittal and Statement of Certifications & Assurances Form (Please answer question 6 – has no effect on evaluation of proposal)
- ☐ Statement regarding Conflict of Interest
- ☐ Current Bank Reference
 - Letter Format on bank letterhead
 - Signed within last three (3) months by authorized representative of bank
- ☐ Completed/signed Attachment 6.1 - Contractor Requirements Form (A.4)
- ☐ Current Certificate of Insurance with RFP
- ☐ Provide five (5) references

2. Submission of Proposal

- ☐ On-Time Submittal
- ☐ Separately Sealed Cost & Technical Proposals
- ☐ **NO Cost Data of ANY type (required cost or optional cost) in Technical Proposal**
Including ANY costs in Technical Proposal may result in IMMEDIATE DISQUALIFICATION
- ☐ A proposer may not submit alternate proposals unless requested and must not submit one proposal as the prime contractor and another as a sub-contractor
- ☐ One (1) Original Technical Proposal
- ☐ One (1) Electronic Technical Proposal
- ☐ One (1) Original Cost Proposal
- ☐ One (1) Electronic Cost Proposal
- ☐ Original Signature on Original Technical and Cost Proposals

*** This checklist does not represent either a complete list of, or replacement for, the mandatory requirements listed in the RFP. This checklist is ONLY A TOOL meant to assist in the prevention of disqualification.**

Note that notations on proposals that materials submitted be kept confidential will not be honored. All bid documents and contracts become public records in accordance with Tennessee public records statute(s).