**Offeror: XXXXXXXX**

| **RFP §** | **Completeness & Pass/Fail Checklist** | **Complete** | **Incomplete** | **Comments** |
| --- | --- | --- | --- | --- |
| **4.2** | * Offeror registered with the Department by submitting Form E (Offeror Team Registration) | ☐ | ☐ |  |
| **General Proposal Requirements** | | | | |
| **1.4, 6.5.1** | **Due Date, Time, and Location** |  |  |  |
| * Through ODOT Liquidfiles, the Offeror submitted 2 electronic copies of the Proposal.   + One electronic searchable single file PDF format (compatible with Adobe and Bluebeam software) which does not restrict printing or copying text, images, and other content.   + One electronic password protected single file PDF format which restricts modification of the file, copying of text, images, or other content. The submission must be able to be read by the Department. The Offeror is not required to supply the password. | ☐ | ☐ |  |
| * Proposal received by 10:00 a.m. EST on April 12, 2024 | ☐ | ☐ |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Administrative Proposal Requirements** | | | | |
| **6.7.1** | * Offeror shall include a signed Form A (Proposal Letter) | ☐ | ☐ |  |
| **6.7.2** | * Offeror shall include Form B (Information About Offeror) | ☐ | ☐ |  |
| **6.7.3** | * Offeror shall include a signed Form C (Responsible Offeror Certifications and Questionnaire) for **EACH** Major Participant. | ☐ | ☐ |  |
| **6.7.4** | * Offeror shall include Form D (Prequalifications) with Major Participants identified. | ☐ | ☐ |  |
| **6.7.4** | * Offeror meets all Prequalifications required “By Project Award” at the time of Proposal submission for the Project | ☐ | ☐ |  |
| **Technical Proposal Requirements – Offeror Organization and Key Personnel** | | | | |
| **Table 3** | * This section does not exceed 6 Pages | ☐ | ☐ |  |
| **Technical Proposal Requirements – Offeror Team Capabilities and Experience** | | | | |
| **Table 3** | * This section does not exceed 6 pages | ☐ | ☐ |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Technical Proposal Requirements – Project Approach and Understanding** | | | | |
| **Table 3** | * This section does not exceed 5 pages | ☐ | ☐ |  |
| **Financial Proposal Requirements** | | | | |
| **6.9.1** | * Offeror has provided a Surety Letter that meets the requirements of RFP Section 6.9.1. | ☐ | ☐ |  |
| **6.9.2** | * Offeror has submitted a Phase 2 Markup using Bid Express in accordance with RFP Sections 6.6.2, 6.6.2.1, and 6.6.2.2. | ☐ | ☐ |  |