

Appendix E

RFP MANDATORY REQUIREMENTS CHECKLIST

<u>Submission Requirements</u>	
Proposal is formatted for standard 8 1/2 x 11 paper size, in 12 point type font with page numbers and organized in the following format:	
<u>File A</u> includes: Transmittal Letter, Table of Contents, Summary of proposed Services, Response to Mandatory Specifications, supporting material and/or technical documentation, the Campaign Contribution Disclosure Form, and any applicable preferences.	
<u>File B</u> includes: Itemized proposed fixed costs, and Offeror’s Additional Terms and Conditions (optional).	
If emailing proposal, the items above <i>must</i> be in PDF format.	
<i>MANDATORY SPECIFICATIONS</i>	
Yes / No	1. Letter of Transmittal
Yes / No	2. Summary of Proposed Services
Yes / No	3. Offeror’s Higher Education Experience
Yes / No	4. Offeror’s Company Experience
Yes / No	5. Offeror’s Company References
Yes / No	6. Offeror’s Proposed Personnel Experience and Qualifications
Yes / No	7. Project Plan
Yes / No	8. Samples of Work Products/Tools and Techniques
Yes / No	9. Proposal Presentation – Statement of Concurrence is required.
Yes / No	10. Proposed Cost, including Hourly Rates
Yes / No	11. Campaign Contribution Disclosure Form Appendix C
Yes / No	12. New Mexico Residential Business Preference (if applicable)
Yes / No	13. New Mexico Residential Veterans Preference (if applicable)