

	ITEM	Responsiveness	CWDL	Page numbers and Notes
RFO Received by Deadline Format	1	March 22, 2024 12pm (noon)	Y	
	2	One (1) original hard copy	Y	
	3	Four (4) hard copies in separate binders with tabbed indexes	Y	
	4	One (1) copy on flash drive		
	5	Cost sheet SEALED in separate envelope		
Section 1 - Cover Letter		Cover Letter (Entire Proposal shall not be more than 25 pages)		
	1	contract under terms and conditions set forth within RFO		
Section 2 - Exceptions and Confidential Material		No exceptions or deviations from the requirements/SOW of this RFP will be accepted		
Section 3.1 - Technical Proposal		Proposers shall identify any proprietary or confidential materials contained in the prop and provide justification for not making such material public		
	i	Profile of firm including types of services offered Year founded form of organization (corporation, partnership, sole proprietorship) number, size and location of offices, number of employees General description of firm's financial condition that may impede Proposers ability to complete project (i.e. bankruptcy, pending litigation, planned office closures, impending merger.)		
	ii	Describe firms experience in performing work of similar nature to that solicited.		
	iii	Highlight participation in such work by key personnel proposed for assignment to this project Describe experience in similar projects Proposer shall state and identify its involvement with other clients for both past and present projects		



		Hourly Rates		
RFQ Submittals (minimum/mandatory requirements and Forms)		Proposer Qualifications and Requirements		
		Acknowledgement of Critical Requirements		