

RFP or RFQ Review Checklist

Review Information

RFP/RFQ # _____ Services for _____

Vendor Name _____

Reviewed by _____ Date _____

Checklist

- Signed Execution of Offer Yes No N/A
- Completed HUB Subcontracting Plan Yes No N/A
- Submitted original and required number of copies Yes No N/A
- Acknowledged addenda Yes No N/A
- Attended mandatory pre-bid conference (if applicable) Yes No N/A
- Provided proposal content Yes No N/A
- Provided company information Yes No N/A
- Provided experience and qualifications Yes No N/A
- Provided compensation and fees Yes No N/A
- Provided references Yes No N/A
- Provided licenses or certificates Yes No N/A

Certification

Solicitation deemed responsive by Procurement and Payment Services? Yes No