**C.** **PROPOSAL CHECKLIST**

To assist respondents in managing proposal planning and document collation processes, this document summarizes key dates and proposal requirements for this RFP. Please note that this document does not supersede what is stated in the RFP. Please refer to the Proposal Submission Overview, Required Proposal Submission Outline, and Mandatory Provisions (Sections II, III, and IV of this RFP) for more comprehensive detail **This is a tool for proposers to use.** It is the responsibility of each respondent to ensure that all required documents, forms, and attachments, are submitted in a timely manner.

**Key Dates**

|  |  |  |
| --- | --- | --- |
| **Procurement Timetable**  The Agency reserves the right to modify these dates at its sole discretion. | | |
| Item | Action | Date |
| 1 | RFP Released | Monday, October 2, 2023 |
| 2 | Letter of Intent Due (*REQUIRED)* | Monday, October 16, 2023 |
| 3 | Deadline for Questions | Monday, October 30, 2023 |
| 4 | Answers Released | Friday, November 3, 2023 |
| 5 | **Proposals Due** | **Monday, November 20, 2023, 3pm EST** |
| 6 | Estimated Start of Contract | On or about January 1, 2024 |

**Registration with State Contracting Portal (if not already registered):**

* Register at: <https://portal.ct.gov/DAS/CTSource/Registration>
* Upload required forms:
  + Campaign Contribution Certification (OPM Ethics Form 1): <https://portal.ct.gov/OPM/Fin-PSA/Forms/Ethics-Forms>

**Proposal Content Checklist**

☐ **Cover Sheet** including required information:

* RFP Name or Number
* Legal Name
* FEIN
* Street Address
* Town/City/State/Zip
* Contact Person
* Title
* Phone Number
* E-Mail Address
* Authorized Official
* Title
* Signature

☐ **Table of Contents**

☐ **Executive Summary**: high-level summary of proposal and cost

☐ **Main proposal body answering all questions**

☐ **Required Attachments:**

* IRS Determination Letter (for nonprofit proposers)
* List of Relevant Experience
* Letters of Reference
* Resumes of Key Personnel
* Two years of most recent annual audited financial statements; OR any financial statements prepared by a Certified Public Accountant**.**

☐ **Proposed budget**, including budget narrative and cost schedules for planned subcontractors if applicable.

☐ **Conflict of Interest Disclosure Statement**

☐ **Statement of Assurances**

**Formatting Checklist**

☐ Is the proposal formatted to fit 8 ½ x 11 (letter-sized) paper?

☐ Is the main body of the proposal within the page limit of 20 pages?

☐ Is the proposal in 12-point, Times New Roman font?

☐ Does the proposal format follow normal (1 inch) margins and single spacing?

☐ Does the proposer’s name appear in the header of each page?

☐ Does the proposal include page numbers in the footer of all pages, including appendices and forms?

☐ Are confidential labels applied to sensitive information (if applicable)?