



VENDOR SUBMISSION CHECKLIST (RFP)

INITIAL NEXT TO EACH DOCUMENT BEFORE SUBMITTING

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| SOLICITATION NAME: Professional Property Management Services | |
| RFP EVENT NO.: 3270 | |
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| INITIAL | RFP SUBMISSION REQUIREMENTS |
| | Electronic Format |
| | Cover letter |
| | Executive Summary |
| | Letter of Intent to Submit Proposal |
| | Qualifications & Experience |
| | Approach /Work Plan |
| | Past Performance (min of 3, max of 5) |
| | References (3 current) (Attachment E) |
| | Organization Structure & Key Personnel |
| | Fee Proposal Form (Attachment A) |
| | Certificate of Insurance Requirements |
| | Joint Venture Agreement |
| | Liens, Suits, & Judgements |
| | Audit Findings & Other Compliance Reports/Evaluations |
| | Debarment Statement |
| | Economic Disclosure Statement & Affidavit |
| | Vendor Submission Checklist |
| | Contractor's Affidavit |
| | Statement of Bidders Qualification |
| | Diversity Goals (Respond to 3 questions in Article V, Section Q) |
| | Contract Compliance Certification |
| | Utilization Plan (UP) M/W/DBE and Section 3 Businesses (Attachment F) |
| | Letter of Intent - MWDBE and Section 3 Subs |
| | Waiver Request – M/W/DBE Participation Commitments (if applicable) |
| | HUD Form 5370-C |
| INITIAL | MISCELLANEOUS DOCUMENTS/CORRESPONDENCE |
| | |
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VENDOR SIGNATURE: _____ **DATE:** _____

SIGNATURE OF RECEIPT: _____ **DATE:** _____

[For CHA Only]