



## VENDOR SUBMISSION CHECKLIST (RFP)

INITIAL NEXT TO EACH DOCUMENT BEFORE SUBMITTING

<b>SOLICITATION NAME: Security Services</b>	
<b>RFPEVENT NO.: 3271</b>	
<b>INITIAL</b>	<b>RFP SUBMISSION REQUIREMENTS</b>
	<b>Electronic Format</b>
	<b>Cover letter</b>
	<b>Executive Summary</b>
	<b>Letter of Intent to Submit Proposal</b>
	<b>Qualifications &amp; Experience</b>
	<b>Approach /Work Plan</b>
	<b>Past Performance (min of 3, max of 5)</b>
	<b>References (3 current) (Attachment E)</b>
	<b>Organization Structure &amp; Key Personnel</b>
	<b>Fee Proposal Form (Attachment A)</b>
	<b>Certificate of Insurance Requirements</b>
	<b>Joint Venture Agreement</b>
	<b>Liens, Suits, &amp; Judgements</b>
	<b>Audit Findings &amp; Other Compliance Reports/Evaluations</b>
	<b>Debarment Statement</b>
	<b>Economic Disclosure Statement &amp; Affidavit</b>
	<b>Contractor's Affidavit</b>
	<b>Statement of Bidders Qualification</b>
	<b>Contract Requirements (Respond to 3 questions in Article V, Section Q)</b>
	<b>Contract Compliance Certification</b>
	<b>Utilization Plan (UP) M/W/DBE and Section 3 Businesses (Attachment F)</b>
	<b>Letter of Intent - MWDBE and Section 3 Subs</b>
	<b>Waiver Request – M/W/DBE Participation Commitments (if applicable)</b>
	<b>HUD Form 5369-A</b>
	<b>HUD Form 5370-C</b>
<b>INITIAL</b>	<b>MISCELLANEOUS DOCUMENTS/CORRESPONDENCE</b>

**VENDOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE OF RECEIPT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

[For CHA Only]