**ATTACHMENT 8**

**PROPOSAL CHECKLIST**

(Please print, complete and include with proposal)

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **✓** | **Items Name** | **RFP Reference** |
| **1.** |  | **Technical Proposal** [one (1) original & four (4) copies] | **6.1** |
| 1.1 |  | Company Information  | **6.1.1** |
|  |  | Legal name, business address, phone and fax numbers | 6.1.1.1 |
|  |  | History | 6.1.1.2 |
|  |  | Staffing | 6.1.1.3 |
|  |  | Key staff resumes | 6.1.1.4 |
|  |  | Designated representative | 6.1.1.5 |
|  |  | References [four (4)] | 6.1.1.6 |
| 1.2 |  | Methods and Plans | **6.1.2** |
| 1.3 |  | Method | 6.1.2.1 |
|  |  | Customer Satisfaction Plan | 6.1.2.2 |
|  |  | Invoicing process | 6.1.2.3 |
| 1.4 |  | Menus | **6.1.3** |
|  |  | Menu Options | 6.1.3.1 |
|  |  | Beverages | 6.1.3.2 |
|  |  | Baked Goods | 6.1.3.3 |
|  |  | Dietary restrictions | 6.1.3.4 |
| 1.5 |  | Logistics | **6.1.4** |
| **2.** |  | **Cost Proposal** [one (1) original & four (4) copies] | **6.2** |
| 2.1 |  | Pricing | **6.2.1**  |
| 2.2 |  | Attachment 7, *Pricing Form and Menu Examples* | **6.2.2** |
| **3.** |  | **Certificates, Attachments and Other Requirements** | **6.4** |
| 3.1 |  | Attachment 3, *Proposer’s Acceptance of AOC Master Agreement Terms and Conditions* | 6.4.1; See also **6.3** |
| 3.2 |  | Attachment 4, *Payee Data Record Form* | 6.4.2 |
| 3.3 |  | Attachment 5, *Darfur Contracting Act Certification Form* | 6.4.3 |
| 3.4 |  | Attachment 6, *General Certifications Form* | 6.4.4 |
| 3.5 |  | If Proposer is a corporation, proof that Proposer is in good standing and qualified to conduct business in California  | 6.4.5 |
| 3.6 |  | Copies of current business licenses, professional certifications, or other credentials | 6.4.6 |
| 3.7 |  | Proof of financial solvency or stability | 6.4.7 |
| 3.8 |  | Attachment 8, *Proposal Checklist* (optional) | 6.4.8 |
| **4.** |  | **Other:** |  |

 **Proposer/ Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**