**Attachment 9: Checklist for RFP Completeness**

This checklist is provided to assist the Vendor in assuring the completeness of the proposal prior to submission to the AOC. *This document is for reference only* and does not need to be included in the Vendor’s proposal.

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| --- | --- | --- |
| ITEM (RFP Section) | Description | Included? |
| 5.1 | Title Page | ⁪ |
| 5.2 | Letter of Transmittal | ⁪ |
| 5.3 | Table of Contents | ⁪ |
| 5.4 | Executive Summary | ⁪ |
| 5.5 | Scope of Services | ⁪ |
| 5.6 | Company /Team Background and Resource Capabilities | ⁪ |
| 5.7 | TIBCO BusinessWorks System Experience | ⁪ |
| 5.8 | Implementation Methodology | ⁪ |
| 5.9 | Development Experience  | ⁪ |
| 5.10, Appendix A | Statement of Work  | ⁪ |
| 5.11 | Draft Project Plan | ⁪ |
| 5.12 | Personnel  | ⁪ |
| 5.13 | Off-shoring  | ⁪ |
| 5.14 | Resource Allocation | ⁪ |
| 5.15 | Customer References (Using Attachment 6, Customer Reference Form) | ⁪ |
| 5.16, Attachment 5 | Cost Proposal | ⁪ |
| 5.17 | Exceptions to the RFP | ⁪ |
| Attachment 3 | Vendor’s Acceptance of the RFP’s Minimum Contract Terms | ⁪ |
| Attachment 2 | (if exceptions are proposed) Vendor’s markup of Attachment 2, Minimum Contract Terms  | ⁪ |
| Attachment 2Written Summary | (if exceptions are proposed) Vendor’s written summary, including rationale, of each proposed exception to Attachment 2, Minimum Contract Terms | ⁪ |
| Attachment 4 | Payee Data Record Form | ⁪ |
| Attachment 7 | Vendor Certification Form | ⁪ |
| Attachment 8 | Non-Disclosure Agreement for Request for Proposal – California Courts Protective Order Registry Development | ⁪ |