

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, <i>Pricing Form and Menu Examples</i>	6.2.2
3.		Certificates, Attachments and Other Requirements	6.4
3.1		Attachment 3, <i>Proposer's Acceptance of AOC Master Agreement Terms and Conditions</i>	6.4.1; See also 6.3
3.2		Attachment 4, <i>Payee Data Record Form</i>	6.4.2
3.3		Attachment 5, <i>Darfur Contracting Act Certification Form</i>	6.4.3
3.4		Attachment 6, <i>General Certifications Form</i>	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, <i>Proposal Checklist</i> (optional)	6.4.8
4.		Other:	

Proposer/ Company Name: _____