This form must be completed by the Proposer by marking the appropriate checkboxes below. By marking these boxes, Proposer acknowledges compliance with these items.

**Instructions:**

1. Review/complete each appendix/form listed below. Check the appropriate boxes.
2. Return this form as part of TAB 1.

|  |  |
| --- | --- |
| **Front Cover/Table of Contents** |[ ]  Completed |
| **Transmittal Letter** |[ ]  Completed, **signed**, put in TAB 1 |
| **Appendix 1:** Proposal Checklist |[ ]  Completed (this appendix), put in TAB 1 |
| **Appendix 2:** Proposer Required Form DOA-3832 |[ ]  Completed, **signed**, put in TAB 1 |
| **Appendix 3:** Subcontractor Information |[ ]  Completed, put in TAB 1 |
| **Appendix 4:** Mandatory Proposer Qualifications |[ ]  Completed, **signed**, put in TAB 1 |
| **Current W-9** (use online IRS Form) |[ ]  Completed, **signed**, put in TAB 1 |
| **Appendix 5:** Contractor Consultant Policy |[ ]  Have read and understand, agreed to follow in Appendix 4 |
| **Appendix 6:** Business Profile and Experience |[ ]  Responded, put response in TAB 2  |
| **Appendix 7:** Job Categories and Positions |[ ]  Responded, put response in TAB 2 |
| **Appendix 8:** Cost Proposal |[ ]  Completed, put in SFTP folder labelled COST PROPOSAL |
| **Appendix 9:** Department Terms and Conditions |[ ]  Have read and understand, put assumptions or exceptions in TAB 3 |
| **Appendix 10:** Pro Forma Contract |[ ]  Have read and understand, put assumptions or exceptions in TAB 3 |
| **Appendix 11:** Contracted Personnel Confidentiality Agreement |[ ]  Have read and understand, put assumptions or exceptions in TAB 3 |
| **Appendix 12:** Vendor Scorecard |[ ]  Have read and understand, agreed to use in Appendix 4 |
| **Appendix 13:** Position Request Template |[ ]  Have read and understand, agreed to use in Appendix 4 |
| **Appendix 14:** SFTP Access Request/Vendor Directions  |[ ]  Completed and turned in to ETFSMBProcurement@etf.wi.gov by April 22, 2020 |