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](mailto:ETFProcurement@etf.wi.gov) by April 22, 2020 |