**Instructions:** The following requirements are Mandatory for all Proposers. Failure to comply with one or more of the Mandatory qualifications may disqualify the Proposer.

1. Check “Agree” or “Disagree” to each Mandatory requirement as appropriate.
2. Complete the “ACKNOWLEDGE AND ACCEPT” section:
* Print company name.
* Print the name of the representative signing this form (must be authorized to legally bind the company).
* Sign and date.
1. Return this form as part of TAB 1.

|  |  |  |  |
| --- | --- | --- | --- |
| **Agree** | **Disagree** | **RFPSec.** | **Qualification** |
|[ ] [ ]  **1 - 3** | Proposer followed Sections 1 – 3 formatting parameters and took no assumptions or exceptions to the process of preparing and submitting a proposal or the evaluation process. Proposer took no exception to Appendix 9 – 3.0, 14.0, 23, or 39.  |
|[ ] [ ]  **4.1 – 4.26** | Proposer read and agrees to each of the terms in Section 4 Mandatory Proposer Qualifications. |
|  [ ]  |[ ]  **5** | Proposer agrees to submit this information if/when it is requested.  |
|[ ] [ ]  **6**  | Proposer responded to each question in Appendix 6 and followed the appropriate formatting laid out in Section 6 and Section 2.4, so the evaluation committee can tell ETF-authored text from the Proposer’s response, i.e. bold/italics to set off the question from the response. Proposer agrees and understands that results of any Section 3.6 or Section 4.6 processes may raise or lower their overall score for Appendix 6. Proposer did not include any cost information in their response to Appendix 6. |
|[ ] [ ]  **7** | Proposer responded to each Job Category in Appendix 7 with the appropriate information called for in Section 7 and 2.4. Proposer agrees and understands that results of any Section 3.6 or Section 4.6 processes may raise or lower their overall score for Appendix 7. Proposer did not include any cost information in their response to Appendix 7. |
|[ ] [ ]  **8** | Proposer submitted a Cost Proposal using Appendix 8 that complies with 6.10.4. |
|[ ] [ ]  **9** | Proposer agrees to all terms listed in Section 9, including all payment terms.  |
| **ACKNOWLEDGE AND ACCEPT:** |
| This form has been reviewed by me and shall become part of the final Contract. I am a duly authorized representative of my company and have the authority to legally bind my company. I hereby acknowledge and accept responsibility for the accuracy of the responses given above. I further accept that my company’s Proposal *may* be rejected on the grounds that any item listed above is marked as “Disagree.” Also, I acknowledge I have specified and provided a reason for any answer marked as “Disagree” in TAB 3 Assumptions and Exceptions of my company’s Proposal. |

|  |  |
| --- | --- |
| Proposer Company Name: | Click or tap here to enter text. |
|  |  |
| Name & Title of Authorized Representative: | Click or tap here to enter text. |
|  |  |
| Authorized Representative Signature: |  |
|  |  |
| Signature Date: | Click or tap here to enter text. |