

Production Checklist

(Do not submit this checklist to Govt. – for internal use only)

Note to User: This is NOT a formatting compliance checklist. The assumption that all files being submitted have been formatted and checked prior to reaching this stage.

Delivery Instructions

If submitting via EMAIL

Proposal should be submitted via email to:

1. Delont'e McKinney, Email ID: Delonte.McKinney@DOT.GOV and
2. HCFA-22SRI@DOT.GOV
3. CC: yourself@yourcompany.com

Email Instructions

Subject Line of the email should say:

- **“Proposal for 693JJ321R000014”**

Submission Due Date and Time: 23 August 2021, 01:00 PM [EDT]

Note to User: The subject line convention is recommended in the RFP.

Note:

- Proposals must be submitted via email.
- Email with each proposal volume attached as individual emails. Email size must not exceed 10 MB.
- Volume I – Technical Proposal. This volume shall consist of three parts. Parts I, II, and III shall be bound together. No Cost/Price data shall be included in any part of Volume I.
- The Offeror shall indicate under Volume I of the proposal, the name(s) and title(s) of the person(s) who actually writes the proposal and his/her relationship to the offering organization.
- The original proposal must be signed by an official authorized to bind your organization and must stipulate that it is predicated upon all the terms and conditions of this RFP.

Volume I – Technical	Part I – Technical/Management Approach	<ul style="list-style-type: none"> ▪ 30 Page Limit ▪ Narrative must be submitted in Microsoft Word or Adobe PDF format. ▪ File Name should follow this convention: “Company name – Volume I – Technical – Part I – Technical/Management Approach.pdf”
	Part II – Staffing Proposal/Resumes	<ul style="list-style-type: none"> ▪ 50 Page Limit ▪ Staffing resumes shall be provided for all proposed personnel, limit of two pages per submitted resume. ▪ Narrative must be submitted in Microsoft Word or Adobe PDF format. ▪ File Name should follow this convention: “Company name – Volume I – Technical – Part II – Staffing Proposal/Resumes.pdf”
	Part III - Risk Mitigation Plan	<ul style="list-style-type: none"> ▪ 5 Page Limit ▪ Narrative must be submitted in Microsoft Word or Adobe PDF format. ▪ File Name should follow this convention: “Company name – Volume I – Technical – Part III – Risk Mitigation Plan.pdf”
Volume II – Business and Cost/Price	Part I – Cost/Price Information	<ul style="list-style-type: none"> ▪ No Page Limit ▪ Narrative must be submitted in Microsoft Word or Adobe PDF format. ▪ Volume II Business and Cost/Price Proposal spreadsheets shall be submitted in an unlocked Microsoft Excel so that the Contract Specialist can verify the calculations used to obtain the final cost/price. ▪ File Name should follow this convention: “Company name – Volume II – Part I – Cost/Price information.pdf” ▪ “Exhibit J.1 - COST PRICE PROPOSAL WORKSHEET.xls”
	Part II – Subcontracts/Consultants	<ul style="list-style-type: none"> ▪ No Page Limit ▪ Narrative must be submitted in Microsoft Word or Adobe PDF format. ▪ File Name should follow this convention: “Company name – Volume II – Part II – Subcontracts/Consultants.pdf”
	Part III – Other Financial/Organizational Information	<ul style="list-style-type: none"> ▪ No Page Limit ▪ Narrative must be submitted in Microsoft Word or Adobe PDF format. ▪ File Name should follow this convention: “Company name – Volume II – Part III – Other Financial/Organizational Information.pdf”
	Part IV – Past Performance	<ul style="list-style-type: none"> ▪ 10 Page Limit ▪ Narrative must be submitted in Microsoft Word or Adobe PDF format. ▪ File Name should follow this convention:

		<ul style="list-style-type: none"> ▪ “Company name – Volume II – Part IV – Past Performance.pdf”
	<p>Part V - Subcontracting Plan</p>	<ul style="list-style-type: none"> ▪ No Page Limit ▪ Narrative must be submitted in Microsoft Word or Adobe PDF format. ▪ File Name should follow this convention: ▪ “Company name – Volume II – Part V – Subcontracting Plan.pdf”

Note to User: The file naming convention is recommended format by BidExecs, not provided in the RFP.

SAMPLE