

**ATTACHMENT Z – TECHNICAL PROPOSAL SUBMISSION CHECKLIST**

<b>ORDER OF PLACEMENT IN THE TECHNICAL PROPOSAL</b>	<b>INITIAL IF COMPLETED</b>	
	<b>Offeror</b>	<b>Procurement Officer</b>
<b>Checklist for Proposal Submission (Attachment Z )</b>		
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<b>Claim of Confidentiality – Tab A-1</b>		
<b>Transmittal Page – Tab B</b>		
<b>Executive Summary – Tab C</b>		
<b>Minimum Offeror Qualifications Documentation (Tab D)</b>		
<b>Offeror Technical Response to RFP Requirements and Proposed Work Plan (TAB E)</b>		
<b>1. Scope of Work Requirements (Section 3.2)-</b>		
- Working Hours and Location		
- Staffing		
- Enrollment		
- Work Activity Participation Requirements		
- Notification of Non-Compliance		
- WORKS		
- Referral and Enrollment		
- Job Development, Placement & Support Services		
- Case Files		
- Monitoring and Evaluation		
- Bus Passes		
- Information Technology		
<b>2. Security Requirements (Section 3.3)</b>		
- Employee Identification		
- Criminal Background Check		
- Information Technology		
- Contractor Data Security Policy		
- Information Technology		
- Information Security Requirement		
- Contingency/Disaster Recovery Plans		
- Incident Response Requirement		
<b>3. Insurance Requirements (Section 3.4)</b>		
<b>4. Problem Escalation Procedures (Section 3.5)</b>		

<b>5. Invoicing (Section 3.6)</b>		
<b>6. MBE Reports (Section 3.7)</b>		
<b>7. Audit Report (3.9)</b>		
<b>8. Liquidated Damages (3.10)</b>		
<b>9. End of Contract Transition (3.11)</b>		
<b>10. Contractor's Project Manager (Section 3.12)</b>		
<b>11. Post Award Kick-Off Meeting (Section 3.13)</b>		
<b>12. State Supplied Services (Section 3.14)</b>		
- Child Care Vouchers		
- Bus Passes		
- WORKS Training and Technical Support		
- Referrals		
- Comprehensive Assessment and Self-Sufficiency Plan (SSP)		
- ADA Compliance		
<b>Experience and Qualifications of Proposed Staff, including proposed Subcontractors – Tab F</b>		
<b>Offeror Qualifications and Capabilities – Tab G</b>		
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<b>List of Current or Prior State Contracts – Tab I</b>		
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<b>Economic Benefits Factors – Tab N</b>		
<b>Additional Required Technical Submission – Tab O</b>		
- Bid/Proposal Affidavit ( <u>Attachment B</u> )		
- MDOT Cert. MBE Utilization/Fair Solicitation Affidavit. ( <u>Attachment D-1A</u> )		
- Federal Funds Attachment ( <u>Attachment H</u> )		
- Living Wage: Affidavit of Agreement ( <u>Attachment G-1</u> )		
- Conflict of Interest Affidavit and Disclosure ( <u>Attachment I</u> )		
- Location of the Performance of Services Disclosure ( <u>Attachment N</u> )		

- Proposed Performance Outcomes Chart ( <u>Attachment U-2</u> , Page 1)		
- Proposed Performance Outcomes Chart ( <u>Attachment U-2</u> , Page 2)		