

PROPOSAL SUBMISSION CHECKLIST – Revised 08-18-2020

RFP # 1019-16-HC - HOBBY CLASSES

At this time, paper, facsimile (“FAX”), or hand-delivered proposals **will not** be accepted in response to this solicitation. **All proposals must be in the form of password protected PDFs and submitted electronically via email.** See the RFP Cover Page and Section B Submission Requirements for the instruction.

Offerors may utilize this Checklist to help make certain Proposal Packages are complete:

- Cover Sheet PDF - Completed & Signed**
First Page of the RFP (see **Addendum 4**), completed and signed ink by person authorized to bind the company. If the Proposal contains proprietary or confidential information, check “Yes” box in the appropriate box and comply with instructions.
- Class Proposal(s) PDF - Each proposal in a separate password protected file with the applicable Price Schedule**
 - See Attachment B (*Proposal Submittal Guidelines And Criteria For Proposal Evaluation*); *Proposal Content & Format*.
- Price Schedule PDF(s) for each proposed class.**

The following PDF forms are required with your proposal package.

- Authority to Transact Business (Attachment D) – Completed & Signed**
- Company Information (Attachment D)**
- References (Attachment D)**
- Any RFP Addenda - Each one dated & signed. Check the City Website for any updates www.fallschurchva.gov/Bids**

DO NOT include the entire RFP document in your Proposal package.

- Email Proposal(s)**
 - Labeled with Company Name, RFP Number/Name and identification of contents (Cover Sheet, Addenda, Proposal, etc.
 - Email to City Purchasing office (jwise@fallschurchva.gov with copy to fsmith@fallschurchva.gov
 - Email prior to deadline

NOTE: Offerors who wish to have their proposals considered for upcoming Hobby Class Session Awards should submit their sealed proposals to the address on the cover page of this RFP by no later than 1:00 PM on the applicable dates as follows:

PROPOSAL DUE DATES AND TIME:

SESSION	CLASSES TO BE HELD	PROPOSALS SHOULD BE RECEIVED BY NO LATER THAN
Summer	June - August	February 1st
Fall	September - December	May 1st
Winter/Spring	January - May	October 1st

It is the Offeror’s sole responsibility to read and comply with all requirements of the Request for Proposal. If there is a conflict between the requirements listed in this Checklist and the Request for Proposal documents, the Request for Proposal documents shall take precedence.