



VENDOR SUBMISSION CHECKLIST (REQUEST FOR PROPOSAL)

INITIAL NEXT TO EACH DOCUMENT BEFORE SUBMITTING

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|---------------------------|---|
| SOLICITATION NAME: | |
| EVENT NO.: | |
| INITIAL | RFP SUBMISSION REQUIREMENTS |
| | Electronic Format |
| | Letter of Interest |
| | Qualifications & Experience |
| | Approach/Work Plan |
| | Work History with CHA and other Local Public Agencies |
| | Past Performance (min of 3, max of 5) |
| | References (3 current) |
| | Organization Structure & Key Personnel |
| | Fee Proposal Form (Excel & PDF Version) |
| | Current Certificate of Insurance |
| | Joint Venture Agreement |
| | Liens, Suits, & Judgements |
| | Audit Findings & Other Compliance Reports/Evaluations |
| | Debarment Statement |
| | Financial Information (Accountant's Report, Balance Sheet, Income Statement, Cash Flow Statement Footnotes (if applicable)) |
| | Equal Employment Opportunity Compliance Certificate |
| | Diversity Goals Utilization Plan |
| | Letter of Intent M/W/DBE & Section 3 Business Concern |
| | Contract Compliance Certification Form |
| | Statement of Bidder's Qualifications |
| | Subcontractor Information Submittal Form |
| | Contractor's Affidavit |
| | Economic Disclosure Statement & Affidavit |
| | HUD Form 2530 |
| | HUD Form 5370-C |
| INITIAL | MISCELLANEOUS DOCUMENTS/CORRESPONDENCE |
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VENDOR SIGNATURE: _____ DATE: _____

SIGNATURE OF RECEIPT: _____ DATE: _____

[For CHA Only]