

Attachment 9: Checklist for RFP Completeness

This checklist is provided to assist the Vendor in assuring the completeness of the proposal prior to submission to the AOC. *This document is for reference only* and does not need to be included in the Vendor’s proposal.

ITEM (RFP Section)	Description	Included?
5.1	Title Page	<input type="checkbox"/>
5.2	Letter of Transmittal	<input type="checkbox"/>
5.3	Table of Contents	<input type="checkbox"/>
5.4	Executive Summary	<input type="checkbox"/>
5.5	Scope of Services	<input type="checkbox"/>
5.6	Company /Team Background and Resource Capabilities	<input type="checkbox"/>
5.7	TIBCO BusinessWorks System Experience	<input type="checkbox"/>
5.8	Implementation Methodology	<input type="checkbox"/>
5.9	Development Experience	<input type="checkbox"/>
5.10, Appendix A	Statement of Work	<input type="checkbox"/>
5.11	Draft Project Plan	<input type="checkbox"/>
5.12	Personnel	<input type="checkbox"/>
5.13	Off-shoring	<input type="checkbox"/>
5.14	Resource Allocation	<input type="checkbox"/>
5.15	Customer References (Using Attachment 6, Customer Reference Form)	<input type="checkbox"/>
5.16, Attachment 5	Cost Proposal	<input type="checkbox"/>
5.17	Exceptions to the RFP	<input type="checkbox"/>
Attachment 3	Vendor’s Acceptance of the RFP’s Minimum Contract Terms	<input type="checkbox"/>
Attachment 2	(if exceptions are proposed) Vendor’s markup of Attachment 2, Minimum Contract Terms	<input type="checkbox"/>
Attachment 2 Written Summary	(if exceptions are proposed) Vendor’s written summary, including rationale, of each proposed exception to Attachment 2, Minimum Contract Terms	<input type="checkbox"/>
Attachment 4	Payee Data Record Form	<input type="checkbox"/>
Attachment 7	Vendor Certification Form	<input type="checkbox"/>
Attachment 8	Non-Disclosure Agreement for Request for Proposal – California Courts Protective Order Registry Development	<input type="checkbox"/>