

Please read this before continuing on to the **RFP** Documents.
PROPOSER OFFER AND SUBMITTAL INSTRUCTIONS AND RESPONSE CHECK LIST

RFP HR 21-024
Employee Group—Medical, Dental, Vision, and Life Insurance Benefits

The following information and instructions are provided as a reminder to emphasize the importance of submitting a thorough and complete Proposal Offer. Read the RFP submittal instructions in their entirety; failure to adhere to the RFP instructions shall result in the Bid being considered Non-Responsive.

Check off each of the following listed items as the necessary action is completed.

<input type="checkbox"/>	1.	All Section A. has been read and all required attachments have been included. All forms have been signed.	
	<input type="checkbox"/>	a.	Cover letter—with original ink signature
	<input type="checkbox"/>	b.	Service category Checklist (Completed and attached)
	<input type="checkbox"/>	c.	Vendor Information Form
	<input type="checkbox"/>	d.	Completed IRS W-9 Form
	<input type="checkbox"/>	e.	Confidentiality Non-Disclosure Agreement (Executed)
	<input type="checkbox"/>	f.	Offeror's Sample Agreement Forms (Separate Appendix)
<input type="checkbox"/>	2.	All section A. 2.2 A through E. have been read and Exhibit B. Worksheets (completed, attached)	
<input type="checkbox"/>	3.	All section A. 2.2 F. Administrative Pricing Workbook, Exhibit C. workbooks (completed, attached)	
<input type="checkbox"/>	4.	The font size is no smaller than 11pt. Arial or 11 pt. Times New Roman	
<input type="checkbox"/>	5.	The Proposal follows the format and is no more than 10 of pages.	
<input type="checkbox"/>	6.	Any extra pages, information, or pictures have been included in a separate appendix.	
<input type="checkbox"/>	7.	The résumé and other page limitations have been followed.	
<input type="checkbox"/>	8.	References are completed and contain up to date contact information	
<input type="checkbox"/>	9.	All contract terms have been read.	
<input type="checkbox"/>	10.	Any Addenda Acknowledgment for each Addendum are signed and included	
<input type="checkbox"/>	11.	Complete electronic/digital Proposal Package. The packet clearly shows: <i>Company Name, Company Address, Solicitation Number, Solicitation Title, and Submittal Due Date</i>	

We appreciate your interest in doing business with the City of Avondale and look forward to receiving your bid/proposals.