

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

**RFP ED 21-056.2**  
**Event Marketing/Management Software**

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 forms have been signed. Signed:	
	<input type="checkbox"/>	a.	Cover letter—with original ink signature
	<input type="checkbox"/>	b.	Vendor Information Form
	<input type="checkbox"/>	c.	Fee Proposal sheet(s) ( <i>Separate PDF document</i> )
<input type="checkbox"/>	2.	All <b>Section A.</b> has been read and all required attachments have been included	
<input type="checkbox"/>	3.	The font size is no smaller than 11pt. Arial or 11 pt. Times New Roman	
<input type="checkbox"/>	4.	The Proposal follows the format and is no more than 15 of pages.	
<input type="checkbox"/>	5.	Any extra pages, information, or pictures have been included in a separate appendix.	
<input type="checkbox"/>	6.	The résumé and other page limitations have been followed.	
<input type="checkbox"/>	7.	Key Personnel/Subcontractor Listing	
<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.	The electronic/digital copy of your proposal offer has been included	
<input type="checkbox"/>	11.	Any Addenda Acknowledgment for each Addendum are signed and included	
<input type="checkbox"/>	12.	Sealed 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.*