



## REQUEST FOR QUALIFICATIONS

### 2017 STATE LEGISLATIVE & EXECUTIVE INITIATIVES PROGRAM

Solicitation No.: Q-16-003-JG

Addendum 2 | October 10, 2016

#### SUBMITTAL RESPONSE CHECKLIST

Delete the Submittal Response Checklist in its entirety and replace with the attached. See enclosed attachment to this Addendum No. 2. Respondent should use the revised version when submitting a response.

#### TECHNICAL QUESTIONS

No technical questions concerning the services in this RFQ were submitted in writing prior to the deadline of **4:00 p.m. (CT) on October 7, 2016.**

This Addendum, including this one (1) page, is two (2) pages with the attachment in its entirety.

Attachment 1: Submittal Response Checklist- one (1) page.

END ADDENDUM 2

# SUBMITTAL RESPONSE CHECKLIST

*Revised 10/10/2016*

Project Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Use the checklist to ensure that the proposal is complete by checking off each item included with your response. Sign and date this form and include this page with each proposal.

- Respondent Questionnaire
- Completed and signed W-9 Form, and include email address or fax number
- Team Member's Qualifications (including Organizational Chart)
- Record of the Firm's Past Performance
- Project Understanding and Approach
- Copy of Current Certificate of Liability Insurance
- Exhibit "B" – Good Faith Effort Plan
- Exhibit "C" – Conflict of Interest Questionnaire

I certify that the proposal submitted includes the items as indicated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title