

Required Documents Matrix

Proposal Packet Items	Ref. Page(s)	Ref. Section	Included in Overall Page Limit 40 Pages Total (Yes/No)	Forms Provided in RFCSP
Cover Letter, Tabs, Proposal Table of Contents, etc.			NO	Cover letter (optional); all others Respondent to provide
Proposal Checklist	CH - 1		NO	Proposal Checklist Form
Team Qualifications and Experience				
Team Info.	SIR-3	E.1.a.i - vi	YES	Evaluation Criteria Form
Organizational Chart	SIR-3	E.1.a.vii	YES	1 page limit (size 8.5"x11" or 11"x17")
Key Personnel Roles	SIR-4	E.1.a.i.viii	YES	Evaluation Criteria Form
Financial Statement	SIR-4 to SIR-5	E.1.a.ix	NO	Evaluation Criteria Form
Team Resumes	SIR-5	E.1.b	NO	1 page per person (size 8.5" x 11")
Team Safety Info	SIR-5 to SIR-6	E.1.c	YES	Evaluation Criteria Form
Quality, Reputation, and Ability to Deliver Projects on Schedule and within Budget				
Prime's Past Projects	SIR-6 to SIR-7	E.2.a.i - ii	YES	Evaluation Criteria Form
Current and Recently	SIR-7	E.2.a.iii	NO	Evaluation Criteria Form
All Current Key Personnel Project	SIR-7	E.2.a.iv	NO	Evaluation Criteria Form
Explain Commitments	SIR-7	E.2.a.v	YES	Evaluation Criteria Form
Key Subcontractor(s) Projects	SIR-7 to SIR-8	E.2.b.i - ii	NO	Evaluation Criteria Form
Project Approach, Delivery Schedule and Availability				
Approach	SIR-8 to SIR-9	E.3.a	YES	Evaluation Criteria Form
Schedule	SIR-9	E.3.b	YES	Evaluation Criteria Form
Availability	SIR-9 to SIR-10	E.3.c	YES	Evaluation Criteria Form
Acknowledgement Form	AF-1		NO	Acknowledgement Form
Respondent Questionnaire	RQ-1 to RQ-3		NO	Respondent Questionnaire Form
Price Proposal	PP-1		NO	Price Proposal Form
Proposal Certification	PC-1		NO	Proposal Certification Form
Good Faith Effort Plan (GFEP)	GFEP-1		NO	Good Faith Effort Plan Form
SMWVB Certifications	SIR-10 to SIR-13		NO	Optional; if including Respondent to provide
Conflict of Interest Questionnaire (CIQ)	Form CIQ		NO	Conflict of Interest Questionnaire Form
Bid Bond/Cashier's Check	IR-2 to IR-5		NO	Respondent to provide
W-9	Form W-9		NO	W-9 Form
Statement on President's Executive Order	IR-8		NO	Statement on President's Executive Order Acknowledgement
Proof of Insurability	WC1 to WC2 and ICS		NO	Respondent to provide
Notes: 1. Respondent shall check the SAWS website to verify the number of Addendums and ensure the correct version of the forms are being utilized prior to submitting their proposal. 2. For sections where no page limit applies as indicated on this matrix, an appendix may be used if desired.				