

PART V

DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION	TITLE
---------	-------

O

Exhibits

P

List of Attachments



SECTION O

EXHIBITS

SECTION

TITLE

The following information is provided to assist Offerors with the preparation of the proposal package.

- | | |
|-----|-------------------------------------|
| O.1 | VRE Insurance Coverage Requirements |
| O.2 | Proposal Preparation Checklist |



O.2 PROPOSAL PREPARATION CHECKLIST

This checklist is provided to assist the Offeror in the preparation of the proposal package. **DO NOT include the checklist with your submission.** Its use is OPTIONAL.

Notwithstanding this checklist, it is the Offeror's responsibility to ensure that a complete proposal package has been submitted to satisfy the requirements described in this RFP.

(✓) Completed	DESCRIPTION
	Attend optional pre-proposal meeting.
	Submit written questions to VRE.
	Submit one (1) original and four (4) copies of the proposal.
	Proposal valid for 120 calendar days.
	Identify trade secrets or proprietary information (if applicable).
	Proposal Content:
	1. Table of Contents
	2. Title Page
	3. Transmittal Letter
	4. Narrative (Description of Experience)
	5. Expertise and Experience
	6. Exceptions to Scope of Services
	7. References (Past and Present Experience)
	8. Identified Proposed Subcontractors
	9. Resumes for Proposed Key Personnel
	10. Financial Statements
	11. Acknowledge Solicitation Addenda Issued
	12. Completion of Representations/Certifications
	13. Cost Proposal (separated from the Technical Proposal)



SECTION P
LIST OF ATTACHMENTS

ATTACHMENT NO.	TITLE	NUMBER OF PAGES
-----------------------	--------------	------------------------

The following documents are incorporated in the solicitation and resulting Contract by this reference.

P.1	General Terms and Conditions	39
P.2	Representations, Certifications and Other Statements of Offerors/Bidders	13
P.3	Proposal Format, Organization and Content	14
P.4	Cost Proposal and Schedule of Costs	3

