

Appendix D RFO Proposal & Submittal Checklist

If providing a SaaS & locally hosted option, please provide entirely separate Offers for each type of system in order to be considered.

- **Please present one original and five copies of your offer in a three-ring binder, in the following order, organized by the corresponding tab number.**
- **Provide entire offer on a CD-Rom**
- **Offer pages should be numbered and contain an organized, paginated, table of contents corresponding to the section and pages of the Offer.**
- **Offer must include all of these elements in order to be considered!**

Requested Item	Tab number	Vendor initials	For TSLAC
Included CD-Rom & Number of Copies Requested			
RFO Offer & Submittal Requirements Checklist (Appendix D)	1		
SIGNED Offer Coversheet (ESBD - Package 1)	1		
Mandatory Requirements Checklist (Appendix A and/or Appendix B)	1		
System Requirements Offer (Section 2.2, as well as ESBD Package 3 and/or Package 4)	2		
VPAT (Section 2.4 and ESBD - Package 5)	3		
Online Trial Information (Section 2.5)	4		
HUB Subcontracting Plan (Section 2.8)	5		
Public Information Act (Section 2.9). If applicable, Appendix G.	6		
Offer Requirements (Section 3.4)	7		
Offeror Qualifications (Section 3.5) & References (Section 3.6)	8		
Cost & Fee Offer (Section 3.7 AND ESBD – Package 3 and/or ESBD Package 4)	9		
Vendor T&Cs and/or License Agreement (Section 3.17)	10		
Service Level Agreement	11		

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If applicable, Addendum	12		
If applicable, Hardware	13		