

ATTACHMENT E – CHECKLIST

RFA Advertisement Period

- ☐ Read and understand RFA #914-5227-20 in its entirety including any separate attachments available on ORPIN or OHCS' Procurement website ("Websites").
- ☐ Check for Addenda and project notices on the Websites.
- ☐ Submit questions or request for clarification in prescribed format by the deadline.
- ☐ If needed, submit any solicitation protest in prescribed format by deadline in RFA.
- ☐ Understand and plan for RFA schedule and deadlines as outlined in Section 1.2.
- ☐ Review the Pass/Fail criteria and Solicitation Process..
- ☐ Review the terms and conditions available for negotiation, and submit requests according to RFA.
- ☐ Understand the additional requirements if selected as an Applicant outlined in section 5.3.

Application Submission:

- ☐ Complete and submit the Application in the authorized electronic format by the Closing deadline, Section 3.2.3.
- ☐ Demonstrate how Applicant meets the Minimum Eligible Applicant Requirements, Section 3.
- ☐ Provide the Minimum Submission Requirements, Section 3.2.
- ☐ Complete and submit Application items in section 3.2.1.
- ☐ Ensure your Application does not exceed the maximum Application page limits, Section 3.2.2.
- ☐ Respond, in order, to each evaluation criteria in section 4.10.3 (Refer to section 3.1). Label responses. Include supporting documentations as required, including but not limited to the following:
 - ✓ Tenant Readiness Education Student Curriculum
 - ✓ Tenant Readiness Education Educator Curriculum
 - ✓ Tenant Readiness Education Certificate of Completion
 - ✓ Conflict of Interest Policy
- ☐ Include a Table of Contents and add page numbers.
- ☐ Ensure a representative authorized to bind the Applicant signs the Application.