**ATTACHMENT F  
PROPOSAL CHECKLIST**

*RFP Advertisement Period*

Read and understand RFP #S-91400-00005393 (7294) in its entirety including any separate attachments available in OregonBuys or OHCS’ Procurement website (“Websites”).

Check for Addenda and project notices on the Websites.

Submit questions or requests for clarification in prescribed format by the deadline.

If needed, submit any solicitation protest in prescribed format by the deadline.

Understand and plan for RFP schedule and deadlines as outlined in section 1.2.

Review the terms and conditions available for negotiation and submit requests according to RFP.

Understand the additional requirements if selected as an Apparent Successful Proposer as outlined in section 5.3.

*Proposal Submission*

Complete and submit the Proposal in the authorized electronic format by the Closing deadline.

Demonstrate how Proposer meets the Minimum Proposer Requirements, section 3.1.

Provide the Proposal items required in Proposal Submissions, section 3.2.1.

Ensure a representative authorized to bind the Proposer signs the Proposal.