**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.