

PROPOSAL COMPLETENESS CHECKLIST

Step 1 – Qualifications Proposal

- Proposal received at the office of the Purchasing Section (Proposals electronically transmitted by FAX, E-mail, etc., are not acceptable).
- Proposal sets enclosed in a single, sealed package with the following information on the envelope face:
 - Addressed to: HILLSBOROUGH COUNTY SHERIFF'S OFFICE, SHERIFF'S OPERATIONS CENTER, ATTN: FINANCIAL SERVICES DIVISION – 2008 EAST 8TH AVE, TAMPA FL 33605
 - Title of RFP
 - RFP number
 - Name of Firm,
 - Business address of Firm,
 - Telephone Number, and
 - FAX Number.
- One (1) original version of all required information and documents; three (3) hard copies of all required information and documents; and one (1) electronic version of all required information and documents (in searchable format) on a USB portable storage drive and should include the following:
 - Title Page
 - Table of Contents
 - Letter of interest
 - Proposal
- The proposal section of your response contains the following required information:
 - Licenses to Practice in Florida
 - Design Build Team's Qualifications and Experience
 - Partner, Supervisory, and Staff Qualification and Experience
 - References and Similar Projects
- Any Addenda or Amendments, if applicable (Signatures required).
- PROPOSAL PACKAGE SUBMITTAL Label on the outside of the Qualification proposal package.

Step 2 – Technical and Cost Proposal

- Proposal received at the office of the Purchasing Section (Proposals electronically transmitted by FAX, E-mail, etc., are not acceptable).
- Proposal sets enclosed in a single, sealed package with the following information on the envelope face:

- Addressed to: HILLSBOROUGH COUNTY SHERIFF'S OFFICE, SHERIFF'S OPERATIONS CENTER, ATTN: FINANCIAL SERVICES DIVISION – 2008 EAST 8TH AVE, TAMPA FL 33605
 - Title of RFP
 - RFP number
 - Name of Firm,
 - Business address of Firm,
 - Telephone Number, and
 - FAX Number.
- One (1) Original and Three (3) completed copies of the entire Proposal Package; and one (1) electronic version of entire Proposal Package (in searchable format) on a USB portable storage drive and should include the following:
- Title Page
 - Table of Contents
 - Transmittal Letter
 - Technical Proposal
 - Cost Proposal
 - Addenda
- The Technical and Cost Proposal adhere to the requirements outlined in Part D of the RFP.
- Any Addenda or Amendments, if applicable (Signatures required).
- APPENDIX I – Completed Supplier Packet to include completed Supplier Application, W9, Direct Deposit and Business Tax Receipt or other government issued business license.
- SIGNATURES required PARTS A and D (Signature of Acknowledgment and Affirmation and Declaration)