## Proposal Submission Checklist

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(title), submit this proposal on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(company name) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2023.

I include the following as part of the vendor’s response to PRDoH’s RFP for the environmental scan:

|  |  |  |
| --- | --- | --- |
| **Submitted** | | **ITEM** |
| **YES** | **N/A** |
|  |  | Description of the firm/organization including Organizational Chart. |
|  |  | Project Proposal with executive summary. |
|  |  | Two (2) case studies where similar services were rendered/ or similar projects. |
|  |  | Vendor Reference Forms. |
|  |  | Subcontractor Reference Forms. |
|  |  | Samples of graphs, charts, and other visuals. |
|  |  | Evidence of compliance with all requirements by law to operate in Puerto Rico and contract with Puerto Rico Government as well as Compliance with other relevant Commonwealth and federal regulations. |
|  |  | Evidence of organizational capacity (CV, resume of project key personnel). |
|  |  | Initial Project Schedule by project phase. |
|  |  | Description of proposed survey administration, execution, and analysis process. |
|  |  | Estimated expenses by line item/schedule. |
|  |  | Statement of Work. |

**The check list must be completed and submitted with the proposal.**