

## ATTACHMENT 21: SOLICITATION SUBMISSION CHECKLIST

*(This attachment is not required to be submitted with your solicitation response.)*

Has your firm submitted the following Exhibits?

- ☐ ATTACHMENT 2: INTENT TO BID
- ☐ ATTACHMENT 5: CONFIDENTIALITY STATEMENT

Does your Proposal follow the format specified in [SECTION 5. PROPOSAL/BID FORMAT AND SUBMISSION REQUIREMENTS](#) ?

- ☐ Packaged and labeled as identified in Section 5.
- ☐ Provided in the number of copies and formatted as identified in Section 5.
- ☐ No cost data provided in any volumes, except in Volume 2.

Is your Proposal provided in the following order, as identified in Section 5?

### Volume 1: Response to Administrative Requirements

- Cover letter with original signature and information as specified in [SECTION 3.2.1. COVER LETTER \(M\)](#) as ATTACHMENT 9: COVER LETTER
- Required solicitation exhibits, in the following order:
  - ATTACHMENT 2: INTENT TO BID
  - ATTACHMENT 3: FOLLOW -ON DISCLOSURE
  - ATTACHMENT 4: RESPONSIBILITY CERTIFICATION
  - ATTACHMENT 5: CONFIDENTIALITY STATEMENT
  - ATTACHMENT 6: RESPONSE TO ADMINISTRATIVE REQUIREMENTS
  - ATTACHMENT 7: BIDDER DECLARATION GSPD 05-105
  - ATTACHMENT 8: WORKERS' COMPENSATION CERTIFICATION
  - ATTACHMENT 10: DVBE DECLARATIONS
  - ATTACHMENT 11: BIDDING PREFERENCES AND INCENTIVES
  - ATTACHMENT 12: COMMERCIALLY USEFUL FUNCTION (CUF) CERTIFICATION
  - ATTACHMENT 13: TACPA PREFERENCE REQUEST FORMS, if applicable
  - ATTACHMENT 15: BIDDER QUALIFICATIONS FORM
  - [ATTACHMENT 16: BIDDER REFERENCE FORM](#)
  - ATTACHMENT 17.1: PROJECT MANAGER - QUALIFICATIONS FORM

- ATTACHMENT 17.2: PROJECT MANAGER - REFERENCE FORM
- ATTACHMENT 17.3: SCRUM MASTER - QUALIFICATIONS FORM
- ATTACHMENT 17.4: SCRUM MASTER - REFERENCE FORM
- ATTACHMENT 17.5: LEAD DEVELOPER - QUALIFICATIONS FORM
- ATTACHMENT 17.6: LEAD DEVELOPER - REFERENCE FORM
- ATTACHMENT 17.7: LEAD BUSINESS ANALYST - QUALIFICATIONS FORM
- ATTACHMENT 17.8: LEAD BUSINESS ANALYST - REFERENCE FORM
- ATTACHMENT 17.9: QUALITY ASSURANCE TESTING LEAD - QUALIFICATIONS FORM
- ATTACHMENT 17.10: QUALITY ASSURANCE TESTING LEAD - REFERENCE FORM
- ATTACHMENT 17.11: SOLUTIONS ARCHITECT - QUALIFICATIONS FORM
- ATTACHMENT 17.12: SOLUTIONS ARCHITECT - REFERENCE FORM
- ATTACHMENT 17.13: SYSTEM CONFIGURATION AND INTEGRATION LEAD - QUALIFICATIONS FORM
- ATTACHMENT 17.14: SYSTEM CONFIGURATION AND INTEGRATION LEAD - REFERENCE FORM
- ATTACHMENT 17.15: LEAD DATABASE ADMINISTRATOR - QUALIFICATIONS FORM
- ATTACHMENT 17.16: LEAD DATABASE ADMINISTRATOR - REFERENCE FORM
- ATTACHMENT 17.17: RELEASE MANAGEMENT LEAD - QUALIFICATIONS FORM
- ATTACHMENT 17.18: RELEASE MANAGEMENT LEAD - REFERENCE FORM
- ATTACHMENT 17.19: LEAD SECURITY ANALYST - QUALIFICATIONS FORM
- ATTACHMENT 17.20: LEAD SECURITY ANALYST - REFERENCE FORM
- ATTACHMENT 17.21: SOLUTION OPERATIONS LEAD - QUALIFICATIONS FORM
- ATTACHMENT 17.22: SOLUTION OPERATIONS LEAD - REFERENCE FORM
- ATTACHMENT 17.23: ENGAGEMENT MANAGER - QUALIFICATIONS FORM
- ATTACHMENT 17.24: ENGAGEMENT MANAGER - REFERENCE FORM
- ATTACHMENT 17.25: ORGANIZATIONAL CHANGE MANAGEMENT LEAD - QUALIFICATIONS FORM
- ATTACHMENT 17.26: ORGANIZATIONAL CHANGE MANAGEMENT LEAD - REFERENCE FORM
- ATTACHMENT 17.27: COMMUNICATIONS LEAD - QUALIFICATIONS FORM
- ATTACHMENT 17.28: COMMUNICATIONS LEAD - REFERENCE FORM
- ATTACHMENT 17.29: DEVELOPER - QUALIFICATIONS FORM :
- ATTACHMENT 17.30: DEVELOPER - REFERENCE FORM
- ATTACHMENT 17.31: QUALITY ASSURANCE TESTER - QUALIFICATIONS FORM
- ATTACHMENT 17.32: QUALITY ASSURANCE TESTER - REFERENCE FORM
- [ATTACHMENT 19: NARRATIVE RESPONSE](#)
- [EXHIBIT B: FUNCTIONAL AND NON-FUNCTIONAL REQUIREMENTS](#)
- [EXHIBIT C: DELIVERABLES TABLE](#)

**Volume 2: Contract**

☐ EXHIBIT C: COST WORKSHEETS