

PROPOSAL CHECKLIST

PROPOSER NAME: City Gate GIS

- 1. Introductory Letter: Yes No
- 2. Project Understanding: Yes No
- 3. Project Team and Past Experience: Yes No
- 4. Location and Workload: Yes No

5. Forms

- a. Proposal Signature Form: Yes No

i. Form is attached to proposal, signed but it is not dated. Phone number missing along with name/title.

- b. Financial Stability: Yes No
- c. Summary of Litigation: Yes No
- d. Insurance: Yes No
- e. Corporation Certificates: Yes No
- f. Minority Business Statement: Yes No
- g. Drug Free Workplace Form: Yes No
- h. Non-Collusion Affidavit: Yes No
- i. Conflict of Interest Form: Yes No

i. Form is attached to proposal, but it is not signed.

- j. Licenses/Certs: Yes No
- k. W9: Yes No

i. Form is attached to proposal, however it is missing the EIN and or SSN, not dated either.

- l. Vendor Information Sheet: Yes No

- 6. Cost/Fee Proposal: Yes No

Amount: \$70,000