## Checklist

## Bidder Name

Required Documentation	Included
Narrative of prior work experience, including contact information of previous employers'/contract managers for verifying experience. (See Minimum Qualifications)	
Resumes of proposed Staff to fill required positions, including phone number and email address.	
Non-incumbent brokers - Job descriptions in lieu of resume for required positions.	
STAFF POSITIONS	
Project Director	
Safety Officer	
QA Manager	
Investigator Trainer	
EO 98-04 Disclosure Form (Attachment A)	
Copy of Vendor's Equal Opportunity Policy. (See Equal Opportunity Policy)	
Signed Addenda(s) to this IFB (See Requirement of Addendum)	
Bid Price Sheet	
Electronic Copy (Flash Drive)	
Agreement and Compliance Pages	