

Proposal Submission Checklist

I. Registration Form

- ☐ Upon receipt of RFP, complete Exhibit F—Registration Form and email to Heather Cravey at DisasterRFP@powersouth.com on or before March 10, 2025 at 5:00 p.m. (Central).

II. Documentation Required for Submission

- ☐ Table of Contents
- ☐ Cover Letter/Executive Summary (2 Page Limit)
- ☐ Respondent's Qualifications Summary (5 Page Limit + Exhibit D)
- ☐ Technical Approach Summary (5 Page Limit)
- ☐ Cost of Services (Exhibit C)
- ☐ Similar Projects and References (Exhibit E)
- ☐ Acceptance of Conditions (1 Page Limit)
- ☐ Addenda Acknowledgement (1 Page Limit)
- ☐ Proof of Licenses (Unlimited Pages)
- ☐ Appendix
 - ☐ Exhibit B—Authorized Signatories/Negotiators
 - ☐ Exhibit G—Conflict/Non-Conflict of Interest Statement
 - ☐ Exhibit H—Certification Regarding Debarment, Suspension and Other Responsibility Matters
 - ☐ Exhibit I—Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements
 - ☐ **Optional:** Any additional relevant information
- ☐ Executed Master Services Agreement (Including all Exhibits to the MSA)

III. Instructions for Submission

- ☐ Submit one electronic PDF proposal or one original printed proposal and two copies, including all required documents, to Heather Cravey at DisasterRFP@powersouth.com or 2027 East Three Notch Street, Andalusia, AL 36421 by 5:00 p.m. (Central) on March 24, 2025.
- ☐ Include RFP number on subject line of email and on the first page of proposal.