

## Proposal Submission Checklist

### I. Registration Form

- Upon receipt of RFP, complete Exhibit F—Registration Form and email to Heather Cravey at [DisasterRFP@powersouth.com](mailto:DisasterRFP@powersouth.com) on or before February 26, 2024 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](mailto:DisasterRFP@powersouth.com) or 2027 East Three Notch Street, Andalusia, AL 36421 by 5:00 p.m. (Central) on March 11, 2024.
- Include RFP number on subject line of email and on the first page of proposal.