

UNITED STATES PROBATION OFFICE

Solicitation Response Checklist

Vendors are required to follow the steps outlined in the Request for Proposal (RFP) sections to ensure submission of a technically acceptable bid. The checklist may be used as a resource; however, it does not replace the responsibility of the vendor to read, understand, and comply with the requirements of the RFP.

- Review the Request for Proposal Cover Letter to ensure response is provided for the correct BPA.
 - Vendors may submit responses for multiple BPAs, but an individual response to the RFP must be completed for each BPA.
- Obtain a copy of the corresponding Request for Proposal from the Probation Office via email request to Treatment@arwp.uscourts.gov.
- Read, understand and comply with the requirements listed in the RFP.
- **Section A- Solicitation/Offer/Acceptance Form AO 367-** Complete blocks 11-15 on the form.
 - Block 8- N/A
 - Block 10- N/A
- **Section B- Submission of Prices-** Complete unit prices for each identified project code, including base year, plus all option years. (See Section L of the RFQ, for additional Section B pricing information.)
- **Note:** The Offeror shall not submit solicitation sections C, D, E, F, G, H, I, and J as part of its proposal.
- **Section I- Required Clauses-** Register vendor entity in www.SAM.gov. (NOTE: This is not used in determining technical acceptability)
- **Section K- Representations, Certifications and Other Statements of Offeror-** Complete all applicable boxes or blocks in the paragraphs under Section K. (NOTE: This is not used in determining technical acceptability).
- **Section L Attachments-** The Offeror's Statements, Qualifications, and References shall be completed and submitted:
 - **Attachment A-** Certification of Compliance Statement
 - **Attachment B-** Background Disclosure
 - **Attachment C-** Staff Qualifications
 - **Attachment D-** References
- **Section M-** Use the Evaluation Factors of as a quality control check prior to submitting the response to the RFP.
- **Facility Requirements (On-Site Visits)-** On-site visits will be conducted to verify the offeror's facility complies with the requirements of the RFP. This includes subcontractor's locations. On-sites scheduled only for those vendors who are determined to be technically acceptable and lowest priced.