

ATTACHMENT A - RFP TIMELINE AND PROPOSAL SUBMISSION CHECKLIST

- **TIMELINE**
 - Request for RFP Distributed April 8, 2026
 - Questions and Clarification Deadline April 24, 2026
 - Bids Due May 5, 2026 by 12:00p.m. EST

- **PROPOSAL SUBMISSION CHECKLIST**

The vendor **MUST** include the following with the proposal submission. If the items below are not submitted with the proposal submission, the District will deem the proposal non-responsive and **SHALL NOT** consider for award.

All other items **MUST** be submitted prior to award.

- ATTACHMENT A - PROPOSAL SUBMISSION CHECKLIST (THIS ATTACHMENT) – COMPLETED AND SIGNED
- ATTACHMENT B - PLEDGE OF NON-DISCRIMINATION
- ATTACHMENT C - VENDOR PROPOSAL RESPONSE TEMPLATE
- SUBMITTED PRIOR TO THE CLOSING DATE AND TIME

Company Name: _____

Business Address of Bidder: _____

Authorized Signature / Title: _____

Primary Contact Name & Title: _____

Phone Number & Email: _____

Year Established/# of Employees: _____

Submission Date/Time: _____