

Items to Submit with Proposal

Proposals are due by 3:00 PM on July 26, 2024

Detailed instructions for completing and submitting proposal located in Section L of the Request for Proposals.

The offeror shall identify all required documents included in the submitted proposal through the use of labeled tabs. If the offeror is proposing any subcontractors to perform services, the offeror also shall comply with the requirements in paragraphs 2a through 2d pertaining to each proposed subcontractor.

The below is a guide; each vendor is responsible for accurate and complete submission of Request for Proposals.

Item #	Section	Attached	Name of Document	Instructions
1	Section A	<input type="checkbox"/>	Form AO 367 – Solicitation/Offer/Acceptance Form	<u>Section A</u> : Complete Blocks 8-15
2	Section B	<input type="checkbox"/>	Supplies or Services and Offeror’s Prices	<u>Section B</u> : Submission of Prices (beginning page B-1) – <i>Must provide response to EVERY requested service item (see Section L for more detailed instructions).</i>
3	Section K1 - K2	<input type="checkbox"/>	Representations, Certifications and Other Statements of Offerors or Quoters	The offeror must check or complete all applicable boxes or blocks in the paragraphs under Section K of the Solicitation Document and resubmit the full section as that of the Proposal (pages K1-K2).
<i>The Offeror’s Statements, Qualifications, and References contained in Attachments A through D to this solicitation document shall be completed and submitted as follows:</i>				
4	Section L	<input type="checkbox"/>	Attachment A – Offeror’s Certification of Compliance Statement (page L-11)	Offeror certifies it will provide the mandatory requirements stated in Sections, C, E, F and G and comply with terms and conditions of the RFP. If proposing subcontractor(s) to perform any services, the offeror shall identify the proposed subcontractor(s) and submit separate certification statements from each subcontractor that certifies they will provide services in compliance with the requirements of the RFP.
5		<input type="checkbox"/>	Attachment B – Offeror’s Background Statement (page L-12)	For detailed instructions see section L.
6		<input type="checkbox"/>	Monitoring Reports	Monitoring Reports for previous 24 months from all federal, state, and local agencies for the locations solicited. If not able to provide copies of monitoring reports, provide copies of certificates or letters from federal, state or local agencies indicating the vendor has had a satisfactory or higher rating for the previous 24 months.
7		<input type="checkbox"/>	Performance Sites	State expressly EACH PERFORMANCE SITE at which the offeror and any proposed subcontractors intend to provide services in response to this solicitation and are located in the catchment area.
8		<input type="checkbox"/>	Attachment C – Offeror’s Staff Qualifications (page L-13)	Include name, title, duties that will be performed under any resultant agreement by numeric project code, education, experience, and credentials (licenses and certifications) for all proposed staff members who will be performing services under any resultant agreement. Certify staff meet the requirements listed in the three bullet points.
9		<input type="checkbox"/>	Attachment D - Offeror’s References (page L-15)	Provide three references (federal, state or local government agencies and/or private organizations for whom the offeror has provided treatment and other services identified in this RFP within the past 3 years. See page L-5 for details. Offerors who are currently awarded agreements with the District of Arizona are NOT required to submit references.
10		<input type="checkbox"/>	Evaluation Factors for Award (Section M)	Proposed vendors should use this section to fully understand what is expected during the process of evaluation by the Contracting Officer

NOTE: Do not submit the following sections with proposal: C, D, E, F, G, H, and I.