**ATTACHMENT F
RESPONSE PACKAGE CHECKLIST**

To ensure that your response package can be accepted, please be sure the following items are completed and enclosed. This checklist is provided merely for the convenience of the Respondent and may not be relied upon in lieu of the instructions or requirements of this solicitation.

Check off each of the following:

\_\_\_\_1. The DEO RFA Solicitation Acknowledgement Form has been completed, manually signed, and enclosed in the original response. If a Respondent fails to submit a completed DEO RFA Solicitation Acknowledgement Form with its response, DEO reserves the right to contact the Respondent by telephone for submission of this document via e-mail with follow up via mail. This right shall be exercised when the Respondent has met all other requirements of the response.

\_\_\_\_2. The Qualification Questions (Attachment A) has been completed as required in this solicitation and enclosed in the response.

\_\_\_\_3. The Grant Application (Attachment B) has been completed, reviewed for accuracy, signed by authorized representative, and enclosed in the response. The authorized representative must have the authority to bind the Respondent.

\_\_\_\_4. The Drug-Free Workplace Certification (Attachment C), and Disclosure Form (Attachment D), have been read, completed, signed, and enclosed in the original response, if applicable.

\_\_\_\_5. The Certified Minority Business Enterprise Certificate (CMBE) has been attached if applicable.

\_\_\_\_6. The Respondent’s response addresses how it will support, to the extent applicable to the items/services covered by this solicitation, the four (4) State Project Plans: Environmental Considerations, Drug Free Workplace, Use of Respect; and Use of PRIDE.

\_\_\_\_7. The DEO’s DRG Grant Agreement (Section C) has been thoroughly reviewed for compliance to the solicitation requirements.

\_\_\_\_8. The <http://www.myflorida.com/apps/vbs/vbs_www.main_menu> website has been checked and any Addendums posted have been completed, signed, and included in the original response.

\_\_\_\_9. The original response must be received, at the location specified, prior to the Response Opening Date and Time designated in the RFA document.

\_\_\_\_10. The Respondent shall submit one (1) original, signed and sealed Grant Application response, ten (10) hard copies, and one (1) electronic copy (on compact disc).

\_\_\_\_11. If Respondent considers any portion of its Grant Application response to be confidential, the Respondent shall submit one (1) electronic, signed, redacted copy of the response titled “Redacted Copy” on compact disc.

\_\_\_\_12. On the lower left hand corner of the envelope transmitting your original response, write in the following information:

Solicitation Number: 18-RFA-001-VM

Title: Florida Defense Reinvestment Grant Program

Response Opening Date & Time: March 2, 2017 at 3:00 PM EST