

PROPOSAL PREPARATION

MISSISSIPPI INSURANCE DEPARTMENT (MID) RFP CHECKLIST

RFP Response Checklist: These items should be included in your response to RFP No. 3120001001

_____ 1) Indicate the RFP number on the front of each sealed proposal envelope or package, along with the date for receipt of proposals specified above. The submission should include one (1) original complete Proposal with six (6) hard copies and one (1) cd or usb flash drive labeled “public” which does not contain any information labeled trade secret or confidential information. Also, submit one electronic copy of the complete proposal including all sections in Microsoft Word format with Exhibits in Microsoft Word or portable document format (PDF) to the following address: RFPSubmittals@mid.ms.gov.

_____ 2) Submission Cover Sheet, signed and dated.

_____ 3) Proposal Bond, if applicable

_____ 4) Proposal Exception Summary, if applicable

_____ 5) Vendor response to RFP Questionnaire

_____ 6) Corporate Background and Experience

_____ 7) Financial Statement

_____ 8) Project Staffing and Organization

_____ 9) Technical Approach

_____ 10) Cost Proposal

_____ 11) Location of Service Contracts will be Performed

_____ 12) References

_____ 13) Submittal letter