**LibraryLinkNJ - The New Jersey Library Cooperative**

**Request for Proposal Statewide Delivery System**

**Revised August 18, 2018**

**Proposal Response Checklist**

The following checklist is provided as assistance to the development of the RFP Response. *It in no way supersedes or replaces the requirements of the RFP*.

Please initial on the lines below for each document/section attesting to the fact that you have *read and/or included* the documents with your RFP. Return this checklist with your proposal.

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sections:

1. Introduction: Background and Purpose \_\_\_\_\_\_\_\_\_\_

2. Scope of Work \_\_\_\_\_\_\_\_\_\_

3. Special Terms and Conditions \_\_\_\_\_\_\_\_\_\_

4. Vendor Requirements/Responsibilities \_\_\_\_\_\_\_\_\_\_

5. Quality Assurance and Administrative Fees \_\_\_\_\_\_\_\_\_\_

6. Pre-Proposal Meeting and Questions \_\_\_\_\_\_\_\_\_\_

7. Renewal Factors \_\_\_\_\_\_\_\_\_\_

8. Cost Information \_\_\_\_\_\_\_\_\_\_

9. Bidder Submittal Requirements \_\_\_\_\_\_\_\_\_\_

10. Award Process \_\_\_\_\_\_\_\_\_\_

11. Bidder Instructions \_\_\_\_\_\_\_\_\_\_

12. Sealed Proposals \_\_\_\_\_\_\_\_\_\_

Acknowledgement of Receipt of Appendix A & B \_\_\_\_\_\_\_\_\_\_

Acknowledgement of Receipt of Appendix C - Revised RFP \_\_\_\_\_\_\_\_\_\_