

**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 _____