**Instructions:**

1. This form shall be completed by the vendor by marking the check-boxes below. By marking these boxes, the bidder acknowledges compliance with these items. Not checking a box may be cause for rejection of a bid.
2. Print company name.
3. Print the name of the representative signing this form (must be authorized to legally bind the company).
4. Provide the signature of the individual authorized to sign this form (to legally bind the company).
5. Date the form.
6. Submit this form as part of your bid (TAB 1).

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| **Front Cover:** Create a front cover for your bid with your company’s name, the bid title, and the bid due date. | I have completed this task. |
| **Table of Contents:** Create a table of contents for your bid that lists each Tab number, a description of what is in the Tab number, and the page each Tab number starts on. | I have completed this task. |
| **Transmittal Letter:** A signed transmittal letter must accompany the bid. The transmittal letter must be written on the vendor’s official business stationery and signed by an official that is authorized to legally bind the vendor. Include in the letter:   1. Name, signature and title of bidder’s authorized representative; 2. Name and address of company; 3. Telephone number and e-mail address of representatives who will be providing software under this RFB; 4. RFB number and title: RFB ETI0030 Appointment Scheduling Software; 5. Number of employees (if less than 50); and, 6. Executive Summary. | I have created, signed, and put my transmittal letter in Tab 1. |
| **Form A: Bidders Checklist** | I have read, completed, signed, and put my Form A in Tab 1, behind the transmittal letter. |
| **Form B: Requirements**  If Bidder checked “Disagree” to any requirement, Bidder provided an explanation in Tab 2 as part of the Assumptions and Exceptions. | I have read, completed, signed, and put my Form B in Tab 1, behind Form A. I explained in Tab 2 any assumptions or exceptions I have to any requirement listed in Form B. |
| **Form C: Department Terms and Conditions** | I have read and understand. I explained in Tab 2 any assumptions or exceptions I have to any part of Form C, noting that assumptions or exceptions to any term or condition listed in Table 4 may result in disqualification. I put Form C in Tab 1, behind Form B. |
| **Form D: Bidder Form**  Vendor must have two or more years’ experience providing appointment scheduling software. The references listed here must validate this experience. Each reference must identify the vendor and any subcontractor(s) who assisted the vendor with that reference. Note: Although these clients shall serve as the primary references for purposes of this RFB, the Department specifically reserves the right to contact any clients or past clients for information about the company’s performance under past and present contracts. | I have read, completed, signed, and put my Form D in Tab 1, behind Form C. If I listed any subcontractors on Form G, I provided references for them on Form D. |
| **Form E: Cost Worksheet**  Failure to provide a cost using the exact form provided in Form E may result in your bid being disqualified and rejected. | I have read, completed, signed, and put my Form E in Tab 1, behind Form D. |
| **Form F: Draft Contract** | I have read and put Form F in Tab 1, behind Form E. If I have any objections to executing this form as a binding contract, I have included them in Tab 2 as part of the Assumptions and Exceptions. |
| **Form G: Subcontractor Form** | I have read, completed, signed, and put Form G in Tab 1, behind Form F. |
| **Current W-9 (use online IRS Form)** | I have read, completed, signed, and put my W-9 in Tab 1, behind Form G. |
| **Assumptions and Exceptions:** All assumptions and exceptions must be included in Tab 2. Assumptions and exceptions may be considered during contract negotiations if it is beneficial to the Department. ETF may reject bids with assumptions or exceptions related to terms and conditions listed in Table 4. Clearly label each assumption and exception with one of the following:   * + Form B Requirements - Assumption   + Form B Requirements - Exception   + Form C Department Terms and Conditions - Assumption   + Form C Department Terms and Conditions – Exception   + Form F Draft Contract – Assumption or Exception | I have completed this task. |
| **Response to Section 3.1** Provide a point-by-point response and each-and-every piece of information called for in Section 3.1. Tab 3 must exactly follow the same numbering system as 3.1, use the same headings, and address each point in Section 3.1. Format the original 3.1 ETF-authored text so that it looks different from the response. For example, put the ETF-authored text in bold. | I have completed this task. |

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| Company Name: |  | | |
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| Printed Name of Authorized Representative | |  |  |
|  | |  |  |
|  | |  |  |
| Signature of Authorized Representative | |  | Date |