**Community Affairs and Resource Center**

**Request for Qualifications Checklist**

**RFQ #: CARC 2017-02328-0065-00**

Contractor: Telephone Number:

This checklist was created as a guide to assist bidders in preparing a complete and responsive proposal. It is only advisory in nature.

**It is the bidder’s responsibility to ensure that all requirements of the RFQ have been met.**

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| **SECTION I: FORMS THAT MUST BE COMPLETED and SUBMITTED WITH Proposal:** | | |
|  | 4.4.1.1 | **Signatory Page with original signatures** |
|  | 4.4.1.2 | **Ownership Disclosure Form** |
|  | 4.4.1.3 | **Disclosure of Investigations and Other Actions Involving Bidder** |
|  | 4.4.3.4 | **Disclosure of Investment Activities in Iran** |
|  | 4.4.1.5 | **Notice of Intent to Subcontract & Utilization Form (if applicable)** |
|  | 4.4.2.1 | **N.J. Business Registration Certificate\*** |
|  | 4.4.2.2 | |  | | --- | | **Small Business Set-Aside Contracts: Registration with NJ Economic Growth and Tourism, Commission (Commerce)** | |  | |  | |  | |  | |  | |  | |  | |
| **SECTION I: FORMS THAT MUST BE COMPLETED and SUBMITTED BEFORE Contract Award** | | |
|  | 4.4.3.1 | **MacBride Principles and Northern Ireland Act of 1989** |
|  | 4.4.3.2 | |  | | --- | | **Affirmative Action Employee Information Report/New Jersey Affirmative Action Certificate** | |
| **SECTION II: TECHNICAL PROPOSAL** | | |
|  | 4.4.4 | **Bidder/Contractor Qualifications; Narrative: All information requested as Described in Lead Services per BID Instruction Packet; Including Lead Status Certificates** |
| **SECTION III: ORGANIZATIONAL SUPPORT AND EXPERIENCE** | | |
|  | 4.4.5. | **Information relating to organization: organizational chart (contract specific and entire firm), personnel with resumes; references evidencing the bidder's qualifications and capabilities to perform the services required by this RFP; financial capability, subcontractors** |
| **SECTION IV: COST PROPOSAL** | | |
|  | 4.4.6 | **Pricing using format of sample/template located on CARC site: www.carcnj.org** |

**Bidders must ensure that all requirements of the RFQ have been met as the RFQ language supersedes this advisory checklist in the event of an error or omission.**