

### PROPOSAL RESPONSIVENESS CHECKLIST

Bidder: \_\_\_\_\_

In order for a proposal to be deemed responsive the bidder must provide the following. Bidders who fail to provide this information must be deemed non-responsive.

	YES	NO
Proposal met due date and time as required in the RFP.	<input type="checkbox"/>	<input type="checkbox"/>
Proposal contained all required signatures as required in the RFP by the bidder's legal signatory official.	<input type="checkbox"/>	<input type="checkbox"/>
The proposal included an organizational chart as required by the RFP.	<input type="checkbox"/>	<input type="checkbox"/>
The proposal included two years of audited financial history as required in the RFP.	<input type="checkbox"/>	<input type="checkbox"/>
The proposal included a completed Georgia Security and Immigration Compliance Act affidavit as required by the RFP.	<input type="checkbox"/>	<input type="checkbox"/>

Any 'NO' response deems this proposal non-responsive and excludes it from further consideration of funding.

PROPOSAL IS RESPONSIVE: YES \_\_\_\_\_ NO \_\_\_\_\_

<i>For Southwest Georgia Workforce Development Board use only:</i>	
_____	_____
Signature of Reviewer	Date
_____	_____
Signature of Reviewer	Date