

EXHIBIT B

Submission Checklist:

Note: The tabbed sections of the RFQ Package must be put together in order of this checklist.

- ___ Letter of transmittal--Provide a general cover letter signed by authorized individual of the consulting firm submitting qualifications. Include the organization name, address, telephone and fax numbers, email address and a statement specifying who in the organization will serve as the primary contact. In addition, please address firm/team qualifications, resources, personnel availability, and commitment in the letter.
- ___ Check List (Exhibit B). This Exhibit must be included in the RFQ immediately after the cover letter.
- ___ Firm/Team Organization Information - A summary of the firm/team's make up, including descriptions of any proposed partnerships. Identify key members of the firm/team who would be providing the project management services. Include the firm/team's organizational composition depicted in a chart, which includes individual names, position and responsibilities, name of firm, clear designation of person(s) who will be the main contact for the proposer.
- ___ SF 330 Forms (Parts I and II) (<https://www.gsa.gov/portal/forms/download/116486>)
- ___ Firm's approach to staffing and project management
- ___ Professional References – A minimum of three (3) professional references within the last five (5) years is required from clients for whom the firm has provided similar services to projects that have been completed in a timely manner.
- ___ Additional RFQ Information – Include any additional or unique resources, capabilities or assets the organization would bring to the project. This section shall be limited to a **maximum of six (6) single-sided or three (3) double-sided pages**. All fonts in this section shall be ten (10) point in size.
- ___ Acknowledgement Letter – Provide Acknowledgement Letter as provided in Exhibit A to this RFQ stating the proposer's understanding of, and agreement with, the terms and conditions of this RFQ.
- ___ Indicate if the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985. (Exhibit C)
- ___ Identification of potential firms, consultants, or joint-venture partners providing subcontract services to the firm. (Exhibit C)
- ___ Litigation History--List any litigation matter involving the proposer in the past five (5) years. (Exhibit C)
- ___ Confirm the firm/organization's ability to comply with the CRA's insurance requirements as indicated in Exhibit D to this RFQ. (Exhibit C)
- ___ Required Forms 1-4 (Exhibit E)
- ___ Completed Energy Efficiency Checklist (Exhibit J)