

**Casino Reinvestment Development Authority**

**Checklist for Request for Proposals**

This checklist is intended to serve as a helpful guide for respondents to the Authority’s Request for Proposals (RFP), and may be used by the respondent as an aid in completing the RFP and facilitating a complete and conforming response. The numbers in [brackets] refer to general sections of the RFP.

**USE OF THIS CHECKLIST IS NOT A SUBSTITUTE FOR READING ALL OF THE TERMS AND CONDITIONS OF THE RFP.** Respondents using this checklist should be mindful that not all provisions of this checklist may be applicable to every RFP that the Authority issues, and RFP forms and requirements may change. As such, Respondents using this checklist are cautioned to read all of the terms and conditions of the RFP to ensure that the Respondent’s submittal to the Authority is complete and conforms to the RFP.

<u>RFP Requirement</u>	Completed? Y/N
1 Did you submit two originals and three copies of your proposal? [1.4]	_____
2 Did you review any Addenda issued by the CRDA? [1.6]	_____
3 Have you designated anything as "Confidential" or "Proprietary"? [1.12]	_____
4 Have you included documents that prove your organization meets any minimum requirements? [1.13]	_____
5 Did you <b>complete and sign</b> all of the documents listed below? [5.0]	
A. Signatory page	_____
B. Professional Services Agreement signed?	_____
C. Disclosure of investigations/actions against respondent	_____
D. Notice of intent to subcontract	_____
E. Subcontractor utilization form	_____
F. Services source disclosure	_____
G. Political contributions disclosure	_____
H. Non-collusion affidavit	_____
I. Disclosure of investment activities in Iran	_____
J. Business registration certificate	_____
K. Fee schedule (you need to use the form provided in the RFP)	_____

6 If you choose to use this checklist, please sign and date it below, and include it with your response.  
Thank you.

Respondent signature: \_\_\_\_\_

Respondent name (Please print): \_\_\_\_\_