

## **PROPOSAL PREPARATION**

### **MISSISSIPPI INSURANCE DEPARTMENT (MID) RFP CHECKLIST**

RFP Response Checklist: These items should be included in your response to RFP No. 53822288; 6:

\_\_\_\_\_ 1) Indicate the RFP number on the front of each sealed proposal envelope or package, along with the date for receipt of proposals specified above. The submission should include one (1) original complete Proposal with six (6) hard copies and one (1) cd or usb flash drive labeled “public” which does not contain any information labeled trade secret or confidential information. Also, submit one electronic copy of the complete proposal including all sections in Microsoft Word format with Exhibits in Microsoft Word or portable document format (PDF) to the following address: [RFPSubmittals@mid.ms.gov](mailto:RFPSubmittals@mid.ms.gov).

\_\_\_\_\_ 2) Submission Cover Sheet, signed and dated.

\_\_\_\_\_ 3) Proposal Exception Summary, if applicable

\_\_\_\_\_ 4) Vendor response to RFP Questionnaire

\_\_\_\_\_ 5) Corporate Background and Experience

\_\_\_\_\_ 6) Financial Statement

\_\_\_\_\_ 7) Project Staffing and Organization

\_\_\_\_\_ 8) Technical Approach

\_\_\_\_\_ 9) Cost Proposal

\_\_\_\_\_ 10) References

\_\_\_\_\_ 11) Submittal letter