PROPOSAL SUBMISSION CHECKLIST

The vendor **MUST** include the following with the proposal submission.

If the items highlighted below are not submitted with the proposal submission, the Commonwealth **MUST** deem the proposal non-responsive and SHALL NOT consider for award.

All other items **MUST** be submitted prior to award.

- [X] FACE OF SOLICITATION - SIGNED [see Section 60.4]
- [X] *PROPOSED TECHNICAL SOLUTION UNDER SEALED COVER AND BY CLOSING DATE AND TIME [see Sections 60.5 – 60.7]*
- [X] TRANSMITTAL LETTER [see Section 60.6(A)]
- [X] REVENUE FORM 10A100 KENTUCKY TAX REGISTRATION APPLICATION (see Section 60.6 (C))
- [X] CERTIFICATE OF AUTHORITY- REGISTRATION WITH SECRETARY OF STATE BY A FOREIGN ENTITY [see Section 60.6 (D)]
- [X] REQUIRED ANNUAL AFFIDAVIT AND OTHER AFFIDAVIT(S) [see Attachment A]
- [X] EEO FORMS IF APPLICABLE [see Section 40.21]

*The Commonwealth defines SEALED as “a closure that must be broken to be opened and that thus reveals tampering”. (Merriam-Webster Dictionary, [http://www.merriam-webster.com/dictionary/seal](http://www.merriam-webster.com/dictionary/seal))*