## COPERS logo

## Submittal Checklist

This checklist is for your convenience only and does not need to be submitted with your proposal. This checklist summarizes each form or other information required to complete and submit your RFP proposal to COPERS.

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| --- | --- |
| **Form** | **Type** |
| Cover Sheet with Legal Name and Solicitation Number  | Mandatory |
| Part A – Qualifications and Experience | Mandatory |
| Part B – Method of Approach | Mandatory |
| Part C – Pricing Proposal Template | Mandatory |
| Submittals – Offer Page | Mandatory |
| Submittals – References | Mandatory |
| Submittals – Conflict of Interest and Transparency  | Mandatory |
| Addenda A | Mandatory |
| RFP Proposal and Response | Mandatory |