

(Revised November 22, 2022)
Required Documents Checklist

C. The following Required Documents Checklist includes a list of attachments which **must** be completed and returned with Responder’s technical proposal:

Required Documents	Attachment
Cost Proposal Form accompanied by a <u>Detailed Breakdown of Costs</u> (original and electronic copy, separate & sealed)	B
Proposal Cover Sheet	C
Contractor Reference and Release Form	D
Responder Affidavit of Compliance with O.C.G.A. § 13-10-91	E
Sub-responder Affidavit of Compliance with O.C.G.A. § 13-10-91	F
Dekalb First LSBE Information (with Exhibits 1 – 2)	G
First Source Jobs Ordinance Information (with Exhibits 1 – 2 only)	H
Certificate of Corporate Responder or Certificate of Authority-Joint Venture	I
Affidavit and Oath of Responder	J
Required Professional Licenses	-----
Required Technical Proposal Documents	-----
Required Qualifications and Experience Documentation	
Audited Financial Statements or Alternative (Balance sheet, Income Statements, <u>and</u> Cash Flow Statement)	-----
Assumptions and Exceptions to the Scope of Work and/or Sample County Agreement for Professional Services, if any	-----

NOTE: *Failure to complete and submit these mandatory forms with the technical proposal, will result in the responder being deemed non-responsive. Subcontractor forms are to be completed if a subcontractor will be utilized to fulfill the requirements of this contract. Failure to submit these forms, if applicable, will result in the responder’s proposal being deemed non-responsive.*