

Competitive POS Application Checklist

Applicant: _____

No.: HTH 440-08-1

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the POS Proposal Application. *SPO-H Forms are located on the SPO website. See Section 1, paragraph II, Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<i>General:</i>				
Proposal Application Identification (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Section 5, Attachment A (This document.)	X	
Table of Contents	Section 5, RFP	Section 5, Attachment B	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO)*	(Required ONLY upon notification of an award)	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website*	X	
SPO-H-205B	Section 3, RFP	SPO Website* Special instructions are in Section 5	X	
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	Not Allowed	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	Not Allowed	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*	X	
Certifications:				
<i>Federal Certifications</i>	Section 5, RFP			
Debarment & Suspension	Section 5, RFP	Section 5, Attachment D	X	
Drug Free Workplace	Section 5, RFP	Section 5, Attachment E	X	
Lobbying	Section 5, RFP	Section 5, Attachment D	X	
Environmental Tobacco Smoke	Section 5, RFP	Section 5, Attachment D	X	
Charitable Choice Assurance	Section 5, RFP	Section 5, Attachment E	X	
Trafficking Victims Assurance	Section 5, RFP	Section 5, Attachment E	X	
<i>Program Specific Requirements:</i>				
Audit	Section 2, RFP	Section 2, RFP	X	
Attachments C-1 to C-6	Section 2, RFP	Section 5, Attachment C	X	
Resumes	Section 3, RFP		X	
Position Descriptions	Section 3, RFP		X	

Authorized Signature

Date