

EXHIBIT II – RFP CHECKLIST

Reference	RFP Requirement	Tab & Page Number	NAD Use Only
Section 1	Table of Contents		
Section 2	Cover Letter with Contact information		
Section 3	Executive Summary		
Section 4	Completed Proposal Form		
Section 5	Written Proposal and relevant appendices		
Section 6	Financial Offer-Pro Forma Statement		
Section 7	Additional Information, services, features, or comments about your company or services		
Section 8	Proposal certification and signature block		