

FORM 7 – RESPONSIVE REQUIREMENTS

This form will be used by Division Procurement staff to determine responsiveness.
Respondents are not required to submit this form.

Solicitation Section Reference	Responsiveness Requirement	Location of Documentation
3.5.1	Was the Proposal received by the date/time indicated in Section 2.4 Timeline of Events?	
3.5.2	Certification on Form 1, Contact Information?	
3.5.3	Certification on Form 2, Notice of Conflict of Interest?	
3.5.4	Certification on Form 3, Scrutinized Companies?	
3.5.5	Does the Respondent utilize subcontractors for any of the products/services outlined in the solicitation? If so, did the Respondent identify its subcontractors by completing Form 4, Subcontracting?	
3.5.6	Did the Respondent provide 3 completed Past Performance Reference Forms, Form 5? (Document minimum of 3 years and/or \$20M)	
3.5.7	If applicable, did the Respondent acknowledge all addendums by utilizing Form 6, Addendum Acknowledgement?	
3.5.8	Did the Respondent provide documentation of a completed Attachment B, Price Proposal, to include initial and renewal years? Did the Respondent provide pricing for all core items?	
3.5.9	Did the Respondent submit a letter, signed on or after July 1, 2016, from a surety company or bonding agent authorized to do business in the State of Florida and written on company letterhead that documents the Offer's present ability to obtain a performance bond or irrevocable letter of credit in the amount of at least \$35 million.	
3.5.10	Did the Respondent provide Certification that they are not a Discriminatory Vendor or Convicted Vendor?	
3.5.11	Did the Respondent provide Certification that they are in compliance with Section 9 of the PUR 1001 form?	

Name of Procurement Division Procurement Staff

Date