

## FORM 5 – 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	Yes / No
2.3	Was the Proposal received by the date/time indicated in Section 2.3 Timeline of Events?	
2.4	If applicable, did the Respondent acknowledge all addenda?	
3.4(B)	Complete and submit Form 1 - Vendor Acknowledgement?	
3.4(B)	Complete and submit Form 2 - Notice of Conflict of Interest?	
3.4(B)	Complete and submit Form 3 - Scrutinized Companies?	
3.4(B)	Provided copy of MFMP registration and electronic W-9 submission / approval?	
3.4(C)	Complete and submit Attachment B - Price Proposal?	
3.6	Complete and submit Form 4 - Sub-contractors?	
3.7	Provide proof of ability to obtain a letter of credit or performance bond?	
SOW	Complete and submit Attachment C – Vendor Resources?	
SOW	Provide sample invoice including sample documentation?	

\_\_\_\_\_  
 Name of Division Procurement Staff

\_\_\_\_\_  
 Date