**ATTACHMENT 6 – PROPOSAL CHECKLIST**

In order to be deemed responsive, a proposal package must contain all of the items identified below as required; optional attachments that are not applicable do not need to be included. The Proposer must complete this checklist to confirm the items contained in the proposal submission by marking the boxes next to the items included.

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| --- | --- | --- |
| **REQUIRED ADMINISTRATIVE ATTACHMENTS** | | |
| **Included** | **Number** | **Name** |
|  | 1 | Proposal Cover Page |
|  | 2 | Payee Data Record (STD. 204) |
|  | 3 | Contractor Certification Form |
|  | 4 | Statement of Economic Interests Certification |
|  | 5 | Bidder Declaration (GSPD-05-105) |
|  | 6 | Proposal Checklist |
|  | 7 | Generative Artificial Intelligence Risk Assessment (HBEX 707) |

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| **OPTIONAL ADMINISTRATIVE ATTACHMENTS** | | |
| **Included** | **Number** | **Name** |
|  | 2a | Payee Data Record Supplement (STD. 205)  This form is optional. Form is used to provide remittance address information if different than the mailing address on the STD 204 – Payee Data Record. Use this form to provide additional remittance addresses and additional Authorized Representatives of the Payee not identified on the STD 204.) STD 205 (New 03/2021) |
|  | 8 | Disabled Veteran Business Enterprise Declarations (STD. 843) |

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| **REQUIRED ADMINISTRATIVE DOCUMENTS** | |
| **Included** | **Name** |
|  | Certificate of Liability Insurance (or letter explaining why it is not included at this time) |
|  | Proof of Worker’s Compensation Liability Insurance |
|  | Proof of Automobile Liability Insurance (or letter explaining why it is not included at this time) |
|  | Proof of Professional Liability Insurance (or letter explaining why it is not included at this time) |
|  | Proof of Active status with the California SOS (Current Certificate of Status or copy of Entity Detail page from SOS Business Search) |

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| **REQUIRED MODEL CONTRACT WITH EXHIBITS** | |
| **Included** | **Name** |
|  | Standard Agreement (STD. 213) |
|  | Exhibit A – Scope of Work |
|  | Exhibit B – Budget Detail and Payment Provisions |
|  | Exhibit B, Attachment 1 – Cost Worksheet |
|  | Exhibit C – General Terms and Conditions |
|  | Exhibit C, Attachment 1 – Resumes |
|  | Exhibit D – Privacy Addendum |
|  | Exhibit E – Marketing & Branding |