

07/2018

CHECKLIST FOR VENDOR

We realize there is a lot of information to cover with the Blank Purchase Agreement; therefore, to ensure your bid will not be technically disqualified due to incomplete packages being received in our office, please review this list and make sure the procedures have been followed:

NOTE: It is important that you read the entire Blanket Purchase Agreement and that it is prepared in the accordance with Section L-Instructions, Conditions, and Notice to Offerors.

___ Did you sign the SOLICITATION/OFFER/ACCEPTANCE Form on the Original and the copy?

___ On Page B - pages **B-2, B-3 and/or B-4**, of the Blanket Purchase Agreement, did you enter your bids? If there is NO CHARGE on a particular project code, please mark N/C. For service items that will be subcontracted, insert the letter "S" along with price. **(Important - enter your bids for Fiscal Years 2019, 2020, and 2021).**

___ Did you complete **Page J - Attachment J.1; and, Page K - pages K-1 and K-2?**

___ Did you **attach the list of documents, exhibits, and other attachments** as required in **Page L - pages L-3; L-4; L-5; L-9; L-10; L-11; L-12; and L-13 to both the Original Blank Purchase Agreement and the copy?**

___ Did you provide us with a copy of your applicable business/and or operating licenses as required by state and local laws and regulations?

___ Did you return the original Blank Purchase Agreement and one copy, along with your signed Solicitation/Offer/Acceptance Form and any other information about your agency that was required in the Blanket Purchase Agreement?

___ You are not required to complete Section M.

NOTE: The offeror is not required to submit solicitation sections C, D, E, F, G, H, and I as part of the proposal.

-----IMPORTANT-----

Your Blanket Purchase Agreement Package **must** be in the U.S. Probation & Pretrial Service Office, 824 Market Street, Suite 400, Wilmington, DE 19801, **NO LATER THAN August 15, 2018 by 4:00 p.m.**

Any packages received after that date and time ARE AUTOMATICALLY DISQUALIFIED AND CANNOT BE CONSIDERED.