



VENDOR SUBMISSION CHECKLIST (RFP)

INITIAL NEXT TO EACH DOCUMENT BEFORE SUBMITTING

SOLICITATION NAME: Professional Property Management Services	
RFP EVENT NO.: 3270	
INITIAL	RFP SUBMISSION REQUIREMENTS
	Electronic Format
	Respondent Proposal Package Selection (Attachment G)
	Cover letter
	Executive Summary
	Letter of Intent to Submit Proposal
	Qualifications & Experience
	Approach /Work Plan
	Past Performance (min of 3, max of 5)
	References (3 current) (Attachment E)
	Organization Structure & Key Personnel
	Fee Proposal Form (Attachment A)
	Certificate of Insurance Requirements
	Joint Venture Agreement
	Liens, Suits, & Judgements
	Audit Findings & Other Compliance Reports/Evaluations
	Debarment Statement
	Economic Disclosure Statement & Affidavit*
	Vendor Submission Checklist
	Contractor's Affidavit*
	Statement of Bidders Qualification*
	Diversity Goals (Respond to 3 questions in Article V, Section Q)
	Contract Compliance Certification*
	Utilization Plan (UP) M/W/DBE and Section 3 Businesses (Attachment F)
	Letter of Intent - MWDBE and Section 3 Subs*
	Waiver Request – M/W/DBE Participation Commitments (if applicable)*
	HUD 5370-C
	HUD Form 5369-A*
INITIAL	MISCELLANEOUS DOCUMENTS/CORRESPONDENCE

*These documents are exhibits to this RFP and can be found at <https://www.thecha.org/how-do-business-cha/helpful-resources-business-partners>

VENDOR SIGNATURE: _____ **DATE:** _____

SIGNATURE OF RECEIPT: _____ **DATE:** _____
[For CHA Only]