

**EXHIBIT A: OFFEROR'S CHECKLIST**

The Offeror must complete the Offeror's Checklist. The Offeror's Checklist must be submitted with the Proposal and shall be the initial pages of the Proposal. The Offeror's Checklist includes all submission requirements for the Proposal. It is the Offeror's responsibility to ensure it has submitted all requirements in the RFP notwithstanding the items included in the Offeror's Checklist.

In the column titled "Offeror's Page No.," the Offeror must enter the appropriate page number(s) from its Proposal where AHCCCS may find the Offeror's response to the specified requirement. Refer also to the **requirements** outlined in RFP Section G: Instructions to Offerors.

<b>OFFEROR'S CHECKLIST</b>		
<b>Submission Requirement</b>	<b>RFP Section</b>	<b>Offeror's Starting and Ending Page No. (e.g. 1-3)</b>
Offeror's Completed and Signed RFP Solicitation Page and Offer and Acceptance Form	RFP Section A Bidders' Library	
Offeror's Signed Signature Page(s) for <b>each</b> Solicitation Amendment	Refer to Bidders' Library	
Completed and Signed Offeror's Certification Regarding Boycott of Israel	RFP Section H, Exhibit B	
Conflict of Interest Disclosure	RFP Section G	
Proposed Subcontracts Template	RFP Section H, Exhibit E	
<b>Method of Approach</b>		
Submission Requirement 1 [3 page limit for narrative portion, 5 page limit for workflows, charts, diagrams and written descriptions – Total of 8 page limit for this submission requirement]	RFP Section G	
Submission Requirement 2 [2 page limit]	RFP Section G	
Submission Requirement 3 [3 page limit]	RFP Section G	
Submission Requirement 4 [4 page limit]	RFP Section G	
<b>Cost Bid Submission Workbook [Excel]</b>		
Pricing Schedule Template worksheet	RFP Section G	
Detailed Budget Template worksheet	RFP Section G	
<b>Experience and Expertise of the Firm and Key Personnel</b>		
Submission Requirement 1 [5 page Limit]	RFP Section G	
<b>Insurance</b>		
Intent to Provide Certificate of Insurance	RFP Section G	