

EXHIBIT 9
SUBMITTAL PACKET REQUIREMENTS CHECKLIST (ITB S05-I32607)

BIDDER'S NAME: _____ **SERVICE OPTION:** _____

Please check a box on each line, indicating that you have completed and included each of these required forms/materials with your submittal packet. Per each individual service option to be considered, there should be a completed submittal packet requirements checklist included. Attach this checklist to your transmittal letter at the front of your submittal packet.

#	ITEM	Yes	No	N/A
1	Submit five (5) hard copies of your submittal, also include one (1) printed original submittal packet (marked ORIGINAL), with a signed in BLUE ink or DocuSign and Submittal Exhibit 9 form. In addition, submit five (5) NON-PASSWORD PROTECTED ELECTRONIC THUMB DRIVES			
2	Section 9.0: One (1) Letter of Transmittal and attached with one (1) Submittal Requirements Checklist, Exhibit 9			
3	Section 9.0: Statement of Interest			
4	Section 8.0: Qualifications			
5	Section 8.0: Experience/Collaborative Initiatives			
6	Section 8.0: Proposed Program and Operational Design			
7	Section 8.0: Evaluation/Quality Management			
8	Section 8.0: Provide the audited financial statements or Federal Tax Forms filed to the Internal Revenue Service (IRS) for the past two (2) fiscal years. At a minimum, include the letter of opinion, balance sheet, schedules, and related auditor's notes.			
9	Table 1 – Conflict of Interest Questionnaire			
10	Table 1 – Ownership Information Form			
11	Table 1 – MWBE Form			
12	Exhibit 1 – Contractor/Supplier References			
13	Exhibit 2 – Byrd Anti-Lobbying Certification			
14	Exhibit 4 – Certification Regarding Debarment and Suspension and Other Responsibility Matters			
15	Exhibit 10 – Anti-Collusion Statement			
16	Exceptions to Standard Contract (If applicable)			
17	Legal Actions (If applicable)			
18	Conflict of Interest (If applicable)			
19	Other Information (If applicable)			
20	Certifications (if applicable)			
21	License to Operate in Texas (where and if applicable)			