

RFP NO. SPM302-08-R-0002, FULL LINE FRESH FRUIT VEGETABLE SUPPORT FOR DOD AND NON-DOD ACTIVITIES IN HAWAII AND GUAM

PROPOSAL SUBMISSION CHECKLIST

Refer to solicitation for specific requirements

Number	Task	Check
1	Complete and sign the Standard Form 1449 of Amendment no. 0010. Complete Blocks 12, 17a, 30a, 30b, and 30c.	
2	Return one (1) completed copy of the solicitation (Amendment no. 0002). Complete the provisions on pages 78-80 of Amendment no. 0010; and pages 89-90 of Amendment no. 0002.	
3	Sign and return all amendments (Standard Form 30). Complete Blocks 8, 15A, 15B, and 15C of Amendment nos. 0001 through 0011.	
4	Submit 3 copies of the Technical Proposal, and 2 copies of the Business Proposal.	
5	Complete Market Basket spreadsheets for each lot proposed. Submit two (2) hard copies for each lot and one (1) CD for all market baskets in excel. The spreadsheets are under the file name "Attachments 1-8 Market Baskets (Excel) 050809" that were posted concurrent with Amendment no. 0011.	
6	Technical Factor 1 – Quality Assurance/Product Quality	
7	Technical Factor 2 – Past Performance/Corporate Experience	
8	Technical Factor 3 – Distribution Plan	
9	Technical Factor 4 – Surge & Sustainment (For Lots 1, 2, 5, 7 and 8)	
10	Identify Tracking Customer and the Government’s price/discount relationship to Tracking Customer. Justify why Tracking Customer selected over other possible Tracking Customers (see Amendment no. 0010)	
11	Provide total FF&V dollar sales for recent 12-mo. period for each of the following (see Amendment no. 0010): - all customers in zone - largest commercial customer in zone - largest government customer in zone - Tracking Customer in zone	
12	To support each unit price per item, provide lowest sales price for that item with copy of current sales invoice reflecting that lowest sales price for each of the following (see Amendment no. 0010): - all commercial customers in zone - all government customers in zone	

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	- Tracking Customer in zone Note: Sales invoice must be marked with corresponding Market Basket Item number. (See page 71.-1, Amendment no. 0008)	
13	If proposed unit price is more than the current lowest sales price for commercial, government, or Tracking Customer in that zone, justify why you are unable to offer that lowest sale price. (see Amendment no. 0010)	
14	Provide the low, average, and high sales unit price to the Tracking Customer for the most recent 12-mo. period. (see Amendment no. 0010)	