

PROPOSER'S DOCUMENT SUBMISSION CHECK LIST
RFP 000002153
FINANCIAL ADVISORY SERVICES

REQUIRED DOCUMENTS
PROPOSERS ARE REQUIRED TO SUBMIT AT TOTAL OF EIGHT (8) COPIES (ONE CLEARLY MARKED BOUND ORIGINAL , SIX CLEARLY MARKED BOUND COPIES AND ONE CLEARLY MARKED UNBOUND COPY) IN THE FOLLOWING SEQUENCE:
PROPOSAL COVER PAGE
PROPOSING FIRM INFORMATION PAGE
TABLE OF CONTENTS WITH CORRESPONDING PAGE NUMBERS FOR EACH SECTION
A SIGNED COPY OF THE FIRST PAGE OF THE RFP (INVITATION TO BID) ALONG WITH ALL OF THE OTHER PAGES FOR RFP (INVITATION TO BID), AND A SIGNED COPY OF THE BINDING SIGNATURES PAGE FOR REQUESTS FOR PROPOSAL. MANUAL SIGNATURES ONLY. NO FACSIMILES.
SIGNED COPIES OF ALL APPLICABLE ADDENDUMS
SIGNED COPY OF THE DESIGNATION FOR CONFIDENTIAL AND PROPRIETARY INFORMATION
PROPOSING FIRM'S EXPERIENCE – SECTION XI, 7, a - c
ADVISOR TEAM EXPERIENCE – SECTION XI, 8,a - i
ADVISOR EXPERIENCE – SECTION XI, 9, a & b
MISCELLANEOUS – SECTION XI, 10, a - f
EBE PARTICIPATION – SECTION XI, 11, a & b (IF APPLICABLE) NOTE: EBE FORMS A AND B MUST BE SUBMITTED WITH THE PROPOSAL IF THE PROPOSER INTENDS TO UTILIZE A CERTIFIED CITY OF MILWAUKEE EBE FIRM TO PROVIDE A PORTION OF THE REQUIRED SERVICES.
EIGHT (8) COPIES OF THE COST PROPOSAL (FEES) – ATTACHMENT B (ONE CLEARLY MARKED ORIGINAL AND SEVEN CLEARLY MARKED COPIES) SHALL BE SUBMITTED IN A SINGLE, SEALED ENVELOPE THAT IS CLEARLY MARKED WITH "COST PROPOSAL – RFP 2153, VSC FOR FINANCIAL ADVISORY SERVICES IN ACCORDANCE WITH SECTION XI, 13.

REF: CHKLSTRFP21253

PLEASE NOTE THAT THE INFORMATION BEING REQUESTED IS MATERIAL TO THE NATURE OF THIS PROPOSAL. FAILURE TO SUBMIT THIS INFORMATION WITH YOUR PROPOSAL IN THE SEQUENCE REQUESTED HEREIN MAY RESULT IN YOUR PROPOSAL BEING DEEMED NON-RESPONSIVE. PLEASE MAKE SURE THAT THE DOCUMENTS YOU SUBMIT WITH YOUR PROPOSAL FULFILL ALL OF THE REQUIREMENTS SET FORTH IN THE PROPOSAL'S SCOPE OF SERVICES AND THE RFP (INVITATION TO BID).