

# APPENDIX A – MINIMUM QUALIFICATIONS CHECKLIST

Complete this form and attach it to your firm's Proposal

I, \_\_\_\_\_, am a \_\_\_\_\_ at \_\_\_\_\_ and am authorized to execute this Certification on its behalf.

Proposals will be accepted only from firms that include the following:

- (1) Proposer shall have at least four (4) years of experience within the last six (6) years immediately preceding the issuance of this RFP in providing equivalent or related services.
- (2) Project manager has a minimum of two (2) years of experience within the last five (5) years in providing equivalent or related services.
- (3) Proposer shall have completed at least three (3) projects within the last five (5) years of equal or higher contract value for similar services.
- (4) Proposer certifies, by submission of this Proposal or acceptance of this Contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Where the Proposer/Offerer/Contractor is unable to certify to this statement, it shall attach an explanation to this Proposal.
- (5) Proposer is registered and in good standing with [sam.gov/SAM/](http://sam.gov/SAM/).

Registered Business Name: \_\_\_\_\_

Unique Entity Identifier (UEI) No.: \_\_\_\_\_