3.0 EXHIBIT D: OFFEROR'S CHECKLIST

Note to Prospective Offerors: This page is added to the RFP as a convenience to Offerors. It is believed to be a complete listing of all submission requirements pursuant to this RFP. However, if a requirement is stated anywhere in the RFP text, yet does not appear in the Offeror's Checklist, the text statement takes precedence over the omission of that requirement in the Offeror's Checklist. Provide the page number where this item is located within your proposal, in the right hand column.

****** All submission requirements must be arranged in your proposal in this order*******

Submission Requirement #	SUBMISSION REQUIREMENT Description	OFFEROR'S PROPOSAL Page #
1	Four (4) Hard Copies of the proposal • 1 marked ORIGINAL, 3 marked COPY, • 1 Electronic Copy on a CD	N/A
2	Submittal Cover Letter	Immediately follows tab: 2.0 Submittal Cover Letter Page 1
3	**Exhibit D**: Offeror's Checklist (this page)	Immediately follows tab: 3.0 Exhibit D: Offeror's Checklist Page 3.0-1
4	Completed and Signed Offer and Acceptance page	Immediately follows tab: 4.0 Offer and Acceptance Page 4.0-1
5	Signed Solicitation Amendments, if any	Immediately follows tab: 5.0 Solicitation Amendments Page 5.0-1
6	Exceptions to the terms, conditions or scope of work (If any) NOTE: Any exceptions may negatively impact an Offeror's susceptibility for award. **Exceptions to material requirements, or excessive exceptions, may (and most likely will) result in offer being rejected.**	Immediately follows tab: 6.0 Exception Terms, Conditions, or Scope of Work Page 6.0-1
8	Experience and Expertise of the Firm and Key Personnel (pages 24 – 25) – Written Narrative Successful and reliable experience in related past performance Detailed related information and resumes of Key Personnel Organizational Chart	Immediately follows tab: 8.0 Experience and Expertise of the Firm and Key Personnel Page 8.0-1

Submission Requirement #	SUBMISSION REQUIREMENT Description	OFFEROR'S PROPOSAL Page #
9	Method of Approach (page 24) - Written narrative plus **Exhibit B:** Methodology Questionnaire	Method of Approach – Immediately follows tab: 9.0 HMS Proposed Method of Approach Page 9.0-1 Exhibit B: Methodology Questionnaire – Immediately follows tab: Attachment 2: Methodology Questionnaire Attachment 2-1
10	Cost (page 24) – Submit Completed **Exhibit A:** Compensation Table	Immediately follows tab: 10.0 Cost Page 10.0-1
11	Statement of Intent to provide Certificate of Insurance	Immediately follows tab: 11.0 Intent to Provide Certificate of Insurance Page 11.0-1
12	**Exhibit C:** Boycott of Israel Attestation	Immediately follows tab: 12.0 Exhibit C: Boycott of Israel Attestation Page 12.0-1
13	Detailed Legal Analysis for Confidential treatment: If any pieces of your proposal are **being requested to be kept confidential, and withheld from public viewing**, please submit an additional redacted copy of the proposal ON A SEPARATE CD. Our office does not require a hard copy of the redacted proposal, only an electronic copy. This will ensure that our office is crystal clear on which version of your proposal is acceptable for public viewing. An Offeror may only request confidential treatment for LIMITED DISTINCT portions of their proposal. It is at the discretion of AHCCCS to allow such confidential treatment based upon the legal analysis submitted.	Immediately follows tab: 13.0 Detailed Legal Analysis for Confidential Treatment Page 13.0-1