

APPENDIX A

Proposer Checklist

RFP FOR SPECIAL EVENT RENTALS

| | SECTION | Initial: | Comments/Notes: |
|----|-----------------------------------------|----------|-----------------|
| A. | COVER PAGE | _____ | |
| B. | STATEMENT OF QUALIFICATIONS | _____ | |
| C. | SCOPE OF SERVICES MATRIX (APPENDIX B) | _____ | |
| D. | PROJECT IMPLEMENTATION PLAN | _____ | |
| E. | PROPOSAL PRICING PAGE (APPENDIX C) | _____ | |
| F. | ITEMIZED PRICE LIST OF RENTALS/SERVICES | _____ | |