

## ATTACHMENT A - Proposal Submission Checklist

The vendor **MUST** include the following with the proposal submission. If the items below are not submitted with the proposal submission, the District will deem the proposal non-responsive and SHALL NOT consider for award.

All other items **MUST** be submitted prior to award.

**\*\*At this time, all Oldham County Public Schools and Administrative Offices are closed. All submissions to this solicitation must be electronic; emailed to [bids@oldham.kyschools.us](mailto:bids@oldham.kyschools.us). See Attachment D – Vendor Guidelines for Email Submissions. \*\***

- ATTACHMENT A - PROPOSAL SUBMISSION CHECKLIST (THIS ATTACHMENT) – COMPLETED AND SIGNED
- TRANSMITTAL LETTER
- PROPOSED COST SOLUTION BY CLOSING DATE AND TIME
- PROPOSED TECHNICAL SOLUTION BY CLOSING DATE AND TIME

**Name of Bidder:** \_\_\_\_\_  
**Business Address of Bidder:** \_\_\_\_\_  
**Authorized Signature / Title:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Telephone Number** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Date:** \_\_\_\_\_