

## Education Facilities Property Insurance Consulting Services Contract –2023 – RFP Response Checklist

	Cadence Insurance (Bill Birch)	Meadors, Adams & Lee Insurance, Inc. (Kyle Morgan)	Stephens Insurance (Ron Adams) <b>WITHDREW PROPOSAL 08/31/2023</b>
<b>Delivered by Closing Time/Date</b>	X	Hard copies and original submitted by closing date/time; electronic version received on 08/31/2023	X (hard copies delivered 08/30/2023)
<b>Signed Proposal and OPPS</b>	X	X	X
<b>Submitted 2 Electronic Versions (Redacted/Unredacted)</b>	X (No redacted version submitted)	X No redacted version submitted	X (No redacted version submitted)
<b>Authorized to do Business in AR</b>	X	X	X
<b>Copy of EEO Policy</b>	X	X (received 08/31/2023)	<b>Not submitted</b> <b>(emailed 08/28/2023)</b>
<b>Illegal Immigrant Certification</b>	X	X	X (Sent to me via email 08/23/2023)
<b>Completion of Disclosure Forms EO-98-04</b>	X	X (received 08/31/2023)	X (received 08/30/2023)
<b>Response to each #'d paragraph</b>	X	X	X (received 08/30/2023)
<b>Vendor References</b>	X (pp. 25-26 of proposal)	X (§ 5.5. of proposal)	X (Appendix D of proposal)
<b>Subcontractors</b>	Milliman, Somers Risk Consulting, AmWINS, CRC, Descartes Underwriting	None listed.	None listed.
<b>TIN# Submitted</b>	X	X	X