



SUBMISSION CHECKLIST NM Energy\$mart PROGRAM PROPOSAL

AGENCY: _____

By initialing on this list, Offeror is certifying that you have enclosed the following items as defined in this RFP. Items should be attached in the order listed.

*****Submit 1 original and 4 copies of the application package with all items below*****

MINIMUM QUALIFICATIONS AND REQUIREMENTS - Please provide the following:
Forms provided in Part 2 – Program Specific Criteria, Section 15 “RFP Forms”

Allowable Deficiency Correction items

Initial	Item Required	Page No.
	Proposal submitted as outlined in Part 1- General Information, Section 2 “General Proposal Requirements”	1
	<input type="checkbox"/> Application form Offeror must specify the territory for which they are applying	25
	<input type="checkbox"/> Provide proof of GB-02 license held in the name of the offeror for Single Family homes	11
	<input type="checkbox"/> Provide proof of MHD-02 or MHD-03 license for work on mobile homes (not applicable for Multi Family homes)	11
	<input type="checkbox"/> Provide proof of GB-98 held in the name of the offeror for Multi Family homes	11
	<input type="checkbox"/> Proof of status as a non-profit or other public entity (e.g., unit of local government)	11
	<input type="checkbox"/> Proof of current registration as a charitable organization with the New Mexico Attorney General’s office	11
	<input type="checkbox"/> Offeror must be in “good standing” with MFA as of the date this RFP. In order to be in good standards Offeror must have no unresolved findings from MFA monitoring’s	12
	<input type="checkbox"/> Proof that Offeror has not been “suspended,” “debarred” or HUD’s Limited Denial of Participation	12
	<input type="checkbox"/> Describe any material, current or pending litigation, administrative proceedings or investigations that could impact the reputation or financial viability of the firm. <input type="checkbox"/> Offeror Reputation Certification form <input type="checkbox"/> Offerors certification form	11,28,29
	<input type="checkbox"/> Copy of agency’s most current independent audit or audited financial statements	12
	<input type="checkbox"/> Proof of insurance coverage	13

Other Requests for Information (Please provide the following)

Initial	Item Required	Page No.
	<input type="checkbox"/> Board of Director list	18,26
	<input type="checkbox"/> Resumes of key staff	16,17,29
	<input type="checkbox"/> Organization chart of field staff, administrative staff, and financial staff	16,17,29
	<input type="checkbox"/> Copy of all field staff certifications	18,19,20
	<input type="checkbox"/> Agency Budget Assumption	18,32
	<input type="checkbox"/> Cost Allocation Plan	18
	<input type="checkbox"/> Internal Controls for Fiscal Management	18
	<input type="checkbox"/> By-laws (Fiscal Oversight)	18
	<input type="checkbox"/> Description of construction services experience (up to 2 pages)	18-21
	<input type="checkbox"/> Executive Summary/Mission Statement (up to 2 pages)	18-21
	<input type="checkbox"/> Company vision (up to 1 page)	18-21
	<input type="checkbox"/> Implementation plan for the NM Energy\$mart program (up to 4 pages)	18-21
	<input type="checkbox"/> Names and addresses of homes offeror has provided similar services as outlined in this RFP. This may include, but is not limited to home rehabilitation, energy efficiency upgrades or new green construction	18-21