

RFP-4557-17-RL – TUTORING SERVICES DOCUMENT EVALUATION CHECKLIST

PROPOSERS:	RUSSELL LIFE SKILLS AND READING FOUNDATION, INC. dba RUSSELL EDUCATION FOUNDATION Davie, FL
Acknowledgement and Signature Page	Yes
Minimum Qualifications: Proposals will only be considered from firms that have been engaged in providing similar services for period of not less than (3) years continuously, and who are presently engaged in providing these services.	Yes
Letter of Transmittal (Max. 2 Pages)	Yes
Profile of Proposer (Max. 10 Pages)	Yes
Summary of Proposer's Qualifications (Max. 10 Pages)	Yes
Project Understanding, Proposed Approach & Methodology (Max. 10 Pages)	Yes
Summary of the Proposer's Fee Statement / Pricing (Max. 1 Page)	Yes
FORMS	
Hold Harmless & Indemnity Clause	Yes
Non-Collusion Affidavit	Yes
Sworn Statement on Public Entity Crimes	Yes
Certifications Regarding Debarment and Suspension	Yes
Drug-Free Workplace Program	Yes
Solicitation, Giving and Acceptance of Gifts Policy	Yes
Reference Questionnaire (Min. of 3)	Yes
(1)Original, (5)Copies (1)Electronic Copy	Yes
	Responsive