

Statement of Qualification (SOQ) Checklist

Below is a brief overview of the various documents that are needed to submit your SOQ.

Table of Contents (7.4.1 of the RFSQ)

Section A - Vendor's Qualification (7.4.2 of the RFSQ)

- Statement of Experience (SOE) or Resume
- Statement Regarding Vendor's Pending Litigation and Judgments
- Sample Written Report (do not exceed 5 pages)
- Attorney Category only - Proof of current membership with CA State Bar
- Required Support Documents for Corporations, Limited Liability Company (LLC), or Limited Partnership

Section B - Required Forms (7.4.3 of the RFSQ)

- Exhibit 1 - Organization Questionnaire/Affidavit
- Exhibit 2 - Certification of Compliance
- Exhibit 3 - Request for Preference Consideration
- Exhibit 4 - Debarment History and List of Terminated Contracts
- Exhibit 5 - Community Business Enterprise (CBE) Information
- Exhibit 6 - Minimum Mandatory Requirements
- Exhibit 7 - List of References
- Exhibit 8 - List of Public Entities
- Exhibit 9 - Contribution and Agent Declaration
- Exhibit 10 - Pricing Schedule
- Exhibit 11 - Declaration

Section C - Proof of Insurability (7.4.4 of the RFSQ)

- Letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the Vendor be selected to receive a Master Agreement award may be submitted with the SOQ.

Section D - Proof of Licenses (7.4.5 of the RFSQ)

- Vendor must furnish a copy of all applicable licenses.