

# Web-based Interactive Educational Design and Development

## **Submission Checklist**

(Complete and include in submission package)

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### **Cover Page**

*Include the project name, name of the submitting company and date of submittal.*

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### **Letter of Interest**

*Provide a concise one-page letter that summarizes your company's particular interest in the project, key qualifications and any partners you plan to subcontract with (if applicable). This letter should also highlight any critical concerns, assumptions or potential circumstances that you foresee as inhibiting fulfillment of the desired design work as described. In addition, please identify key contact information for all participating staff.*

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### **Table of Contents**

*All pages in the submission must be numbered and referenced in the Table of Contents.*

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### **Project Team & Qualifications** (include Company Chart)

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### **Relevant Experience**

*Provide a project description and illustrations of no more than five (5) relevant projects that are similar in nature to this project.*

*For each project:*

- *Identify location and date when work was performed.*
- *Describe overall project objectives, scope and include project budget.*
- *Specifically describe what work was performed by team.*
- *Where possible, describe resulting performance metrics as specifically as possible (i.e. activity place, company outcomes, etc.)*

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### **Timeline**

*Provide a timeline that reflects when your company can start, including projected end date/s.*

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### **Fees & Costs**

*Indicate the professional fees for performing the work described above.*

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### **References**

*Provide references, including contact information, for your company and any proposed subcontractors.*

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### **Addenda Items**

*Any addenda items should be clearly identified as to their content and relevant purpose for being included within this RFP/RFQ response.*