The following checklist is provided as a tool to assist Consultants responding to a Request For Qualifications (RFQ). Solicitations may differ in their requirements; therefore, please read each solicitation carefully to ensure responsiveness. Also refer to “Statement of Qualifications Submittal Instructions and General Contract Process Information.”

SOQ REQUIREMENTS:

☐ Submittal Date and Time
☐ Required number of copies submitted to each location specified

SOQ includes the following six (6) sections:

☐ Section 1 – Transmittal Letters and (unless exempt) Goal Documentation
☐ Section 2 – Form SF330
☐ Section 3 – Table or Graph
☐ Section 4 – Communication Plan
☐ Section 5 – Work Force Analysis (if applicable)
☐ Section 6 – Nondiscrimination Statement (if applicable)

Revised 09/30/09