



### MANDATORY CRITERIA

**If any of these criteria are not met, the response cannot be considered further.**

**Offeror's Name (Agency):** \_\_\_\_\_  
(Print Name)

**Reviewed By:** \_\_\_\_\_  
(Print Name)

**Witnessed By:** \_\_\_\_\_  
(Print Name)

|                                                                                         |                              |                             |
|-----------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| The proposal was received by the time and date specified in the ITN.                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| The proposal contains the requested number of copies.                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| The proposal includes a line item budget with narrative justification                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| The proposal includes the following Required Statements & Assurances:                   |                              |                             |
| A. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| B. Certification Regarding Lobbying Form                                                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| C. Acceptance of Contract Terms and Conditions/ Statement of No Involvement             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| D. Conflict of Interest Statement                                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If any responses are “no”, the proposal is disqualified from further evaluation.

The CNHC reserves the right to waive minor irregularities when to do so would be in the best interest of the Project.