

**Basis for Determination of Non-Responsiveness**

**FC-1234, Project Name**

**Proponent:** \_\_\_\_\_

• **Form 1: IIREA**

- E-Verify number incorrectly formatted
- Item left blank
  - Item(s): \_\_\_\_\_
- Form not signed
- Form not notarized
- Form completely blank or missing
- Other: \_\_\_\_\_  
\_\_\_\_\_

• **Form 2: Contractor Disclosure and Declaration Form**

- Response left blank
  - Item (s): \_\_\_\_\_
- Questionnaire response checked “Yes” but no explanation attached
  - Item(s): \_\_\_\_\_
- Form not signed
- Form not notarized
- Form completely blank or missing
- Other: \_\_\_\_\_  
\_\_\_\_\_

• **Form 3: Proponent Financial Disclosure (RFP)**

- Item left blank
  - Item(s): \_\_\_\_\_
- No supporting financial statements attached
- Form not signed
- Form not notarized
- Form completely blank or missing
- Other: \_\_\_\_\_  
\_\_\_\_\_

• **Form 4.1: Certification of Insurance Ability**

- Item left blank
  - Item(s): \_\_\_\_\_
- Form signed by proponent instead of insurer
- Form not signed
- Form not sealed
- Form completely blank or missing
- Other documentation submitted: \_\_\_\_\_  
\_\_\_\_\_
- Other: \_\_\_\_\_  
\_\_\_\_\_

• **Form 4.2: Certification of Bonding Ability**

- Item left blank
  - Item(s): \_\_\_\_\_
- Form signed by proponent instead of surety
- Form not signed
- Form not sealed
- Form completely blank or missing
- Other documentation submitted: \_\_\_\_\_  
\_\_\_\_\_
- Other: \_\_\_\_\_  
\_\_\_\_\_

• **Form 5: Acknowledgment of Addenda**

- Item left blank
  - Item(s): \_\_\_\_\_
- Form not signed
- Form not sealed or notarized
- Form completely blank or missing
- Other: \_\_\_\_\_

• **Form 6: Proponent Contact Directory**

- Fewer than 2 contacts included
- Form completely blank or missing
- Other: \_\_\_\_\_

• **Form 7: Reference List**

- Fewer than required # references submitted
- References completely missing
- Other: \_\_\_\_\_

• **Form 8: Proposal Bond / Form 3: Bid Bond (ITB)**

- Item left blank
  - Item(s): \_\_\_\_\_
- Bond amount inadequate
- Form not signed
- Form not sealed
- No power of attorney attached
- Form completely blank or missing
- Other documentation submitted (e.g. check): \_\_\_\_\_  
\_\_\_\_\_
- Other: \_\_\_\_\_  
\_\_\_\_\_

• **Appendix A: Office of Contract Compliance Forms**

- Forms completely blank or missing
- Other: \_\_\_\_\_