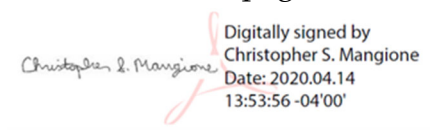


GUIDANCE FOR RESPONDING TO A SECOND CHANCE SOLICITATION UP TO \$100,000

The following guidance is not meant to cover every area of the solicitation; it is simply a brief checklist before submitting your response.

Quote Sheet:

- Fill in the Unit Price for each project code listed and fill out the vendor identification information at the bottom of the page. Electronic signatures are acceptable in the following format only:



Digitally signed by
Christopher S. Mangione
Date: 2020.04.14
13:53:56 -04'00'

Description/Statement of Work:

- Outlines the statement of work for the services requested and any local needs required. Please read this section very carefully as this section details the requirements of the contract. You must meet all requirements to be eligible for award.

Applicable Judiciary Terms and Conditions

- Complete and return the Taxpayer Identification information (Provision 3-5).

For a non-competitive or competitive second chance solicitation, only the following documents need to be returned:

1. Quote Sheet
2. Technical Proposal
3. List of individuals performing services by project code, including certifications
4. Taxpayer Identification information, Provision 3-5 (d), (e), (f)

We do not need the following:

- A copy of the entire solicitation
- Background investigation documents
- References
- Monitoring Reports