

License Office RFP Checklist

The following checklist is for informational purposes only and is not part of the Request for Proposal (RFP). It does not alter, add to, or diminish the requirements of the RFP. If any item listed in this checklist is perceived to conflict with the terms of the RFP, the RFP controls.

Before submitting your response to the License Office RFP, verify you have completed the following:

- Reviewed and complied with all RFP requirements
- Completed Exhibits A – H, including:
 - Exhibit E, Section B -- Unless the vendor is a political subdivision, the vendor must complete and submit Exhibit E, Sections A and B, so the state agency can verify that the vendor and each of the vendor's officers (and the officers' spouses, if filing a joint tax return), Contract License Office Manager, and any business the officers or the Contract License Office Manager own, if applicable, have filed and paid all applicable personal property and Federal and Missouri state taxes, including interest and additions to tax, and has properly titled and registered with the state agency as required by law, all motor vehicles, trailers, all-terrain vehicles, vessels, and outboard motors owned or co-owned by the organization or person and any business the person owns, or leased, if the person or organization leasing the unit is responsible for the registration and payment of personal property taxes on the unit.
- Completed Exhibit G, Credit and Asset Verification
 - An original, completed and notarized Credit and Asset Verification Form (Exhibit G), dated no earlier than sixty (60) calendar days prior to the proposal end date.
- Completed Exhibit H, Proposed Contract License Office Manager Statement of Acknowledgement
 - An original, completed and notarized Proposed Contract License Office Manager Statement of Acknowledgement Form (Exhibit H).
- Identified and listed a Contract License Office Manager – Exhibit A, Section B-6A
 - Exhibit E, Section B, completed and included in the attachments.
- Reviewed Attachments 1 – 8.
- Security clearance report (name-based search) or fingerprint based search - Section 4.8.3.
The background security clearance report must be dated no earlier than sixty (60) calendar days prior to the proposal end date.
- Signed all applicable and/or required sections.