

# Hardcopy Document Package Checklist

This checklist is not a required document, but a guide to help you prepare your package of hardcopy documents for submission. Fact sheets, charts and other resources pertaining to submitting a package can be found on the Competitive Bidding Implementation Contractor website, [www.dmecompetitivebid.com](http://www.dmecompetitivebid.com). **Follow the Request for Bids (RFB) instructions carefully to ensure your documents meet all requirements.**

**We strongly recommend use of an accounting professional to prepare your financial documents, and that you provide the accounting professional with a copy of this checklist, financial section of the RFB and the Required Financial Documents by Business Type chart. All packages must be prepared in accordance with this checklist and the RFB instructions. Remember, financial statements should be prepared according to GAAP, with the exception of the strictly cash basis method.**

## **Financial Documentation\***

- Income Statement** – include the following:
  - Revenues
  - Net income/loss
  - Cost of goods sold (if applicable)
  - Expenses by category such as salary, utilities, rent, etc.
  - Adjustments to revenues (if applicable)
- Balance Sheet** – include the following:
  - Current assets (if applicable)
  - Total assets
  - Current liabilities (if applicable)
  - Total liabilities (if applicable)
  - Stockholders' equity or owners' capital
- Statement of Cash Flows** – include the following:
  - Cash flow resulting from operating activities
  - Beginning and ending cash balances
  - Cash flow resulting from investing activities (if applicable)
  - Cash flow resulting from financing activities (if applicable)
- Tax Return Extract** (DO NOT send the entire tax return, only the required pages.)\*\* See special requirements for parent/subsidiary. The financial statements should correspond to the same time period as the tax return.
- Dated Credit Report** with score prepared no earlier than 90 days prior to the opening of the bid window by one of the five approved credit reporting agencies. Please refer to Appendix A of the RFB for the date the credit reports/scores must be prepared. (Dun & Bradstreet, Experian, Equifax, TransUnion, or Standard & Poor's)

## **\*\*Non-Financial Documentation**

- Legal Agreement and signed Network Certification page for EACH network member** – (if applicable)
- Signed Letter of Intent to Enter into a Subcontracting Agreement or an Executed Agreement** – (if applicable)
- Settlement Agreement or Corporate Integrity Agreement** – (if applicable)

## **Miscellaneous**

- Bidder number on EACH page of EVERY document.**
- All documents submitted in loose page format** – no binders, folders, spiral binding, staples or paper clips.

- **ONE package per bidder number, regardless of number of bids for each product category / competitive bidding area.** For commonly owned or commonly controlled suppliers, each organization's financial and non-financial documents must be submitted in ONE package. For networks, the primary member must obtain and submit financial and non-financial documents from EACH network member in ONE package.
- **If you need to submit amended required documents before the close of the bid window, only submit those documents and not the entire package.**

All hardcopy document packages must be **RECEIVED** by the CBIC on or before the close of the bid window. Packages received after the close of the bid window or by fax or e-mail will not be considered for any reason. Packages should be sent early by a method that can be tracked and requires a signature upon receipt to ensure consideration. You should check with your common carrier or courier to determine the best method of delivery. We suggest you track your document after it has been sent to help ensure timely delivery.

Visit your DBidS status page often to check the status of your bid and receipt of your package of hardcopy documents. The status page displays receipt of all document(s) that were submitted timely. However, it does not confirm the accuracy or completeness of the package.

Packages should be sent to:

PALMETTO GBA  
COMPETITIVE BIDDING IMPLEMENTATION CONTRACTOR  
2743 PERIMETER PKWY SUITE 200-400  
AUGUSTA, GA 30909-6499

You may submit additional information in the form of organizational charts or other supplemental information that explains your organization's business structure or provides additional details about information reflected in your required financial documents. Do NOT include other documents such as bank references, personal financial statements of corporate stockholders, advertising materials, or bank statements.

\* Refer to the **Required Financial Documents by Business Type** chart for specific requirements based on your business type.

\*\* Refer to the **Non-Financial Documents** section of the Request for Bids (RFB) instructions for specific requirements.