

## PROPOSAL PACKAGE COVER CHECKLIST

The following is a listing of all components that must be included and referenced for each proposal submitted to DoD OSBP. A separate checklist sheet should accompany each proposal.

ITEM NO	ITEM	Included Package Section/Page
1	Point of contact for Mentor and Protégé (name, address, email address, telephone number)	
2	NAICS Code(s) for Protégé / PSC Codes	
3	Copy of DoD Mentor Approval Letter	
4	Confirm Mentor Has Active Contracts with the DoD Prior to Proposal	
5	Proof of Protégé Eligibility (small business set-aside category)	
6	Statement of Commitment from Protégé with Reporting Requirements During the Duration of the Agreement for Two Years Thereafter	
7	Confirm Needs Assessment Was Performed Prior to Proposal Submission	
8	Factors Identified to Assess Protégé's Developmental Progress	
9	Estimated Dollar Value and Type of Subcontracts Mentor Will Award to Protégé	
10	Program Participation Does Not Exceed Three Years and includes Period of Performance	
11	Confirm Mentor has Facility Clearance Requirements (if applicable)	
12	Technology Transfer is Clearly Defined in Proposal	
13	Proposal Clearly Addresses the Secretary of Defense's Top Ten Challenges or Department/Component/Agency Mission and or Proposal Clearly Addresses a Major Acquisition Program of Record	
14	Procedures for Mentor Firm to Terminate Mentor-Protégé Agreement for Cause/Procedures for Protégé Firm to Notify Mentor Firm of Intent to Voluntarily Terminate Mentor-Protégé Agreement	
15	Agreement signed by Mentor and Protégé	

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PM Submitting Authority Printed Name

\_\_\_\_\_  
Submitting Authority Signature

\_\_\_\_\_  
Submission Date