

Required Documents Checklist

This checklist is not a required document, but is a guide to help you prepare your required documents to upload in Connexion, the program's secure portal, by the close of the bid window. Fact sheets, tables, and other resources pertaining to the required documents and how to upload them in Connexion can be found on the [Competitive Bidding Implementation Contractor \(CBIC\)](#) website. **Please follow the Request for Bids (RFB) Instructions carefully to ensure your documents meet all requirements.**

We recommend use of an accounting professional to prepare your required financial documents, and that you provide the accounting professional with a copy of this checklist and the RFB Instructions. However, it is the bidder's responsibility to submit required financial documents that are in compliance with the RFB Instructions, regardless of whether it engages the services of an accounting professional. Remember, financial statements should be prepared in accordance with generally accepted accounting principles (GAAP) to the extent possible. While not GAAP, cash and tax basis financial statements are acceptable.

Financial Documentation¹

- Income Statement:**
- Legal business name
- Revenues
- Cost of goods sold, if applicable
- Expenses by category, such as salary, utilities, rent, etc.
- Reporting period
- Depreciation, if applicable
- Amortization, if applicable
- Net income (loss)

- Balance Sheet:**
- Legal business name
- Current assets, if applicable
- Total Assets
- Current liabilities, if applicable
- Reporting period
- Total liabilities
- Equity

- Statement of Cash Flows:**
- Legal business name
- Operating activities
- Financing activities, if applicable
- Investing activities, if applicable
- Increase (decrease) in cash
- Reporting period
- Beginning cash balance
- Ending cash balance
- Net income (loss), only if using indirect method

- Tax Return Extract** - DO NOT upload the entire tax return, only the required pages. See the special requirements for a parent/subsidiary in the [Required Financial Documents](#) fact sheet. The financial statements must correspond to the same reporting period date as the tax return extract.

- Dated Credit Report with Score** prepared no earlier than 90 days prior to the opening of the bid window. Your credit report must be from one of the approved credit reporting agencies and include one of the acceptable numerical scores or ratings found in the Required Financial Documents fact sheet. Please refer to Appendix A of the RFB Instructions for the date the credit reports with numerical score or ratings must be prepared.

Bid Surety Bond²

- One bid surety bond per competitive bidding area (CBA), regardless of the number of product categories for which you are submitting a bid.

¹ Refer to the [Required Financial Documents by Business Type](#) table for specific requirements based on your business type.

² Refer to the [Bid Surety Bond](#) page for more information.

Non-Financial Documentation³

- Legal Agreement and signed Network Certification page for EACH network member, if applicable
- Executed Subcontracting Agreement, if applicable
- Settlement Agreement or Corporate Integrity Agreement, if applicable

Important Information

For commonly owned and/or commonly controlled suppliers bidding under the same bidder number, each organization's financial and non-financial documents must be uploaded in Connexion.

For networks, the primary member must obtain and upload financial and non-financial documents from EACH network member.

You may upload 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 upload other documents such as bank references, personal financial statements of corporate stakeholders, advertising materials, or bank statements.

All required documents must be **UPLOADED IN CONNEXION** by the close of the bid window. Documents should be uploaded in Connexion early. After each upload, a message will appear in Connexion confirming whether your file was uploaded successfully or failed. If you receive a message your upload failed, please attempt to upload the document again following the instructions. If problems persist or you have any questions, please contact the CBIC customer service center at 877-577-5331 for assistance.

If you need to upload amended required documents in Connexion before the close of the bid window, only upload those documents. Do not re-upload all of your documents.

Visit your *DBidS Status* page often to check the status of your bid. Additionally, please visit your *My Upload History* page in Connexion to confirm receipt of your required documents. The *My Upload History* page displays details for all documents that have been uploaded in Connexion. However, it does not confirm the accuracy or completeness of your documents.

³ Refer to the **Non-Financial Documents** section of the RFB Instructions for specific requirements.