

REQUIRED INFORMATION

NOTE: Respondents are required to initial the boxes below to insure all information has been read, understood and all pertinent information **and uploaded in MAGIC**. This page should also be submitted with the proposal required information.

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Initial box indicating the Proposal Format and Guidelines have been read and understood.

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Initial box indicating a signed Proposal Letter is enclosed and uploaded in MAGIC.

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Initial box indicating payment terms have been read and understood.

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Initial box indicating taxes will not be charged when payment is made using the State's Travel Card, a black Visa card by UMB Bank, or when prior arrangements have been made to "direct bill" the room charges to a State department, board, commission or institution.

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Initial box indicating a copy of the Lodging Rate Proposal form and a copy of your GSA pricing (if applicable) is uploaded in MAGIC.

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Initial box indicating your purchase summary is uploaded in MAGIC (for renewals only). This purchase summary must indicate each state agency and governmental entity to which sales have been made, the location of each, **the date of the sale**, and the total dollar sales **generated during the current contract period with the grand total** in Excel spreadsheet format.

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Initial box indicating minority vendor status has been indicated.