

**First 5 LA
Best Start LA Baby-Friendly Hospital Project**

PROPOSAL PACKAGE CHECKLIST

The following list identifies all items that must be submitted in your proposal package. Check off the items as you include them in your proposal package. Include this list in your package. *Note: Digital signatures are accepted if digital signature certificates are provided. Otherwise, signatures on original copies must be in **blue ink**. Your proposal must include original signatures and documents and must include all of the items in the order of the following list.*

1. Appendix A: Proposal Package Checklist
2. Proposal Content
 1. Table of Contents
 2. Proposal Narrative
 3. Scope of Work
 4. Budget Forms
 5. Budget Narrative
3. Proof of non-profit status and/or appropriate business licenses
4. Appendix E: Signature Authorization Form
5. Appendix F: Agency Involvement in Litigation and/ or Contract Compliance Difficulties
6. Appendix G: Commitment to Achieve and Maintain Baby-Friendly Hospital Designation.
7. Current Audited Financials
8. By-laws (if applicable)
9. Articles of Incorporation (if applicable)
10. A list of governing body members (if applicable)

Authorized Signature

Date

Print Authorized Agent's Name