

**First 5 LA**  
*Best Start LA, Data Infrastructure Planning and Research RFP*  
*Level 1 Review Tool*

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DATE:	REVIEWER NUMBER:
APPLICANT NUMBER:	APPLICANT NAME:

**CHECK LIST**

CATEGORY	CRITERIA	Check appropriate box	
		YES	NO
<b>Proposal Submission</b>	Application received by 5:00pm on May 14, 2009		
	8 ½” by 11”, white paper		
	Times New Roman font, no less than 12-point		
	Single sided only		
	No less than 1-inch margins		
	No less than 1.5 line spacing		
	Statement Content Narrative does not exceed 8 pages total, not including appendices and required documents		
	All copies of the application clipped - no bound copies		
	Provides a table of contents with page numbers		
	One (1) original (signed in blue ink) and five (5) photocopies		
	One (1) electronic copy of the proposal on CD/DVD		

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		YES	NO
<b>Proposal Package</b>	Appendix A: Statement of Qualifications Cover Sheet		
	Appendix B: Statement of Qualifications Package Checklist		
	Table of Contents		
	Statement of Qualifications Content		
	Organization Chart		
	Resumes of principal staff, subcontractor(s) and consultant(s) as well as job qualifications and descriptions for new positions		
	Appendix C: Memorandum(s) of Understanding		
	Appendix D: Previous Client Form		
	Appendix E: Scope of Work		
	Appendix F: Budget Forms and Budget Narrative		
	Appendix G: Agency Involvement in Litigation and/or Contract Compliance Difficulties		
	Appendix H: Contractor Signature Authorization Form		
	Current Audited Financials		
	Management letter (if applicable)		
	By-Laws (if applicable)		
	Articles of Incorporation (if applicable)		
List of Governing Body Members			

Applicant Number: \_\_\_\_\_