

Best Start LA Program Management Systems Contractor

APPLICATION CHECKLIST

Applicants should refer to Section VI (Statement of Qualifications) and Section VII (Submission Requirements) for complete information about required application content and submission guidelines. Both Electronic and paper original must be submitted to First 5 LA by the deadline outlines in Section I. Failure to submit any required items will result in disqualification.

- Cover Letter (1 page maximum)
- Professional Experience and Expertise (up to 8 pages maximum)
- Agency Involvement in Litigation and/or Contract Compliance Difficulties, Appendix A (1 original, signed in blue ink)
- Signature Authorization Form, Appendix B (2 originals, signed in blue ink)
- Board Resolution, if applicable (1 original, signed in blue ink)
- Budget and Budget Narrative, Appendix D
- Key Staff and Subcontractor(s) Rates Table, Appendix E
- Résumé or Curriculum Vitae for Key Staff and Subcontractor(s)
- Applicant Reference Form, Appendix F (minimum of 3 required)
- Memorandum(s) of Understanding
- Independent Financial Audit

One (1) application with original signatures and 5 copies submitted to:

Evelyn Martinez, Executive Director
First 5 LA
750 N. Alameda St., Suite 300
Los Angeles, CA 90012

Attn: Best Start LA Program Management Systems Contractor