

First 5 LA
Consultant Resource Directory
Level 1 Review

DATE:	REVIEWER:
APPLICANT NAME	

CHECK LIST

CATEGORY	CRITERIA	Check appropriate box	
		YES	NO
Proposal Submission	Application received by 5:00pm on July 15, 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		
	One (1) original hard copy and electronic versions on one CD		
	All pages numbered sequentially as relevant, with name of applicant on each page.		
	All materials clipped - no bound or stapled materials		

Applicant Name: _____

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	RFQ PACKAGE CONTENTS	Check appropriate box	
		YES	NO
	Cover Letter		
	Consultant Resource Directory Application		
	Appendix A: Resume/Curriculum Vitae		
	Appendix B: Consulting Project Narratives		
	Appendix C: Client References		
	Appendix D: Disclosure Regarding Involvement in Litigation and/or Professional Contractual Difficulties		
	Appendix E (Optional): Brochures or other printed materials		
	Appendix F (Optional): Sample Consulting Contract		

Applicant Name: _____