

**First 5 LA**  
*Best Start LA Economic Analysis Consultant 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 <b>March 2, 2009</b>		
	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 <b>8</b> 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 <b>blue ink</b> ) and five (5) photocopies		

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		YES	NO
<b>Proposal Package</b>	Proposal cover page		
	Proposal checklist		
	Cover letter		
	Table of Contents		
	Professional Experience and Approach (8 pages maximum)		
	Resumes or Curriculum Vitae for applicant(s)		
	Appendix 1: Agency Involvement in Litigation and/or Contract Compliance Difficulties		
	Appendix 2: Signature Authorization Form		
	Appendix 3: Board Resolution (if applicable)		
	Appendix 4: Proposed Budget and Budget Narrative		
	Appendix 5: Key Staff and Subcontractor(s) Rates Table		
	Appendix 6: Previous Client Form or Applicant Reference Form (limit of 3 previous clients)		
	Appendix 7: Memorandum of Understanding		
	Appendix 8: Scope of Work		
	Independent Financial Audit		
	Articles of Incorporation (if applicable)		

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