
PROPOSAL PACKAGE CHECKLIST

Appendix B

The following list identifies all items that must be submitted in the proposal package. Check off the items included in the proposal package and include this list in your proposal package.

*Note: Signatures on original copies must be in **blue ink**. The proposal must include original signatures and documents and must include all of the items in the order of the following list. One (1) original and eight (8) copies must be submitted.*

1. Appendix A: Proposal Cover Sheet
2. Appendix B: Proposal Package Checklist
3. Table of Contents
4. Statement of Qualifications Content
5. Organization Chart
6. Resumes of principal staff, subcontractor(s) and consultant(s) as well as job qualifications and descriptions for new positions
7. Appendix C: Memorandum(s) of Understanding
8. Appendix D: Previous Client Form (limit of 3 previous clients)
9. Appendix E: Scope of Work
10. Appendix F: Budget Forms and Budget Narrative
11. Appendix G: Agency Involvement in Litigation and/or Contract Compliance Difficulties
12. Appendix H: Contractor Signature Authorization Form
13. Current Audited Financials
14. By-Laws
15. Articles of Incorporation (if applicable)
16. List of Governing Body Members



First 5 LA
Best Start LA Pilot Community Evaluation Consultant RFP

Agency's Authorized Signature

Date

Print Name Authorized Agent