

**First 5 LA**  
*Best Start LA Pilot Community Evaluation 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 May 11, 2009	<input type="checkbox"/>	<input type="checkbox"/>
	8 ½” by 11”, white paper	<input type="checkbox"/>	<input type="checkbox"/>
	Times New Roman font, no less than 12-point	<input type="checkbox"/>	<input type="checkbox"/>
	Single sided only	<input type="checkbox"/>	<input type="checkbox"/>
	No less than 1-inch margins	<input type="checkbox"/>	<input type="checkbox"/>
	No less than 1.5 line spacing	<input type="checkbox"/>	<input type="checkbox"/>
	Statement of Qualifications Content does not exceed <b>25</b> pages total, not including appendices and required documents	<input type="checkbox"/>	<input type="checkbox"/>
	All copies of the application clipped - no bound copies	<input type="checkbox"/>	<input type="checkbox"/>
	Provides a table of contents with page numbers	<input type="checkbox"/>	<input type="checkbox"/>
	One (1) original (signed in <b>blue ink</b> ) and eight (8) photocopies	<input type="checkbox"/>	<input type="checkbox"/>

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		YES	NO
<b>Proposal Package</b>	Appendix A: Proposal Cover Sheet		
	Appendix B: Proposal 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 (limit of 3 previous clients)		
	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		
	By-Laws		
	Articles of Incorporation (if applicable)		
	List of Governing Body Members		

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