APPENDIX A

Best Start
Community-Based Action Research (CBAR) Technical Assistance Request for Qualifications (RFQ)
CHECKLIST OF SUBMISSION MATERIALS

The following checklist outlines all items to be provided in response to the Best Start Community-Based Action Research (CBAR) Technical Assistance Request for Qualifications (RFQ). Please check all items being submitted and include this checklist with your submission.

**PLEASE NOTE:**

Items 1, 3, 7 and 8 – Appendices A, K and L and the cover letter – must be submitted in original hard copy versions as well as electronically with the online submission.

Signatures on original copies must be in blue ink.

1. ☐ Appendix A: RFQ Package Checklist
2. ☐ RFQ Application (completed via online form)
3. ☐ RFQ Cover Letter
4. ☐ Proposal Narrative and Budget
5. ☐ Resumes of principal, associates and/or subcontractor(s), if applicable
6. ☐ Appendix J: Previous Clients/References
7. ☐ Appendix K: Agency Involvement in Litigation and/or Contract Compliance Difficulties  *Mail in a signed original*
8. ☐ Appendix L: Signature Authorization Form  *Mail in a signed original*
9. ☐ By-laws (if applicable)  
   *Required in order to verify signature authority to submit application and to enter into legal agreement. If signature authority is not identified in By-laws, a Board Resolution or Partnership Agreement or Business License should be provided, as applicable, that indicates signature authority.*

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Print Name