Best Start Community Organizer Pool
Request for Qualifications (RFQ)
CHECKLIST OF SUBMISSION MATERIALS

The following checklist outlines all items to be provided in response to the Best Start Community Organizer Pool Request for Qualifications (RFQ). Please check all items being submitted and include this checklist with your submission.

PLEASE NOTE:
Items 1, 3, 8 and 9 – Appendix A, H and I 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 Checklist of Submission
2. ☐ RFQ Application (completed via online form)
3. ☐ RFQ Cover Letter
4. ☐ RFQ Narrative
5. ☐ Resumes of principal, associates and/or subcontractor(s), if applicable
6. ☐ Appendix F: Budget Form/Hourly rate or consultant fee
7. ☐ Appendix G: Clients References
8. ☐ Appendix H: Agency Involvement in Litigation and/or Contract Compliance Difficulties Mail in a signed original
9. ☐ Appendix I: Signature Authorization Form Mail in a signed original
10. ☐ 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, Partnership Agreement or Business License should be provided, as applicable, that indicates signature authority.

Authorized Signature ____________________________ Date ________________
Print Name ____________________________