The following checklist outlines all items to be provided in response to the RFQ. Please check all items being submitted and include this checklist with your submission. Failure to submit any required item may result in disqualification.

**PLEASE NOTE:** *Original hard copy versions must be submitted for Items 1, 2, 8, and 9 – Appendix D, G and I and the cover letter. They must also be submitted electronically with the online submission. Signatures on original copies must be in blue ink.*

1. ☐ Appendix I: RFQ Submission Checklist (signed in blue ink) Mail in a signed original
2. ☐ Cover Letter (signed in blue ink) Mail in a signed original
3. ☐ Statement of Qualifications
4. ☐ Résumé(s) or Curriculum Vitae(s) for key staff
5. ☐ Proposed Budget and Budget Narrative
6. ☐ Appendix B: Memorandum of Understanding (MOU) Form (if applicable)
7. ☐ Appendix C: Reference Form
8. ☐ Appendix D: Agency Involvement in Litigation and/or Contract Compliance Difficulties (signed in blue ink) Mail in a signed original
9. ☐ Appendix G: Contractor Signature Authorization Form (signed in blue ink) Mail in a signed original
10. ☐ Statement of Financial Position
11. ☐ Business License or IRS Determination Letter for Non-Profits
12. ☐ Completed IRS Form W-9
13. ☐ Certificates of Insurance for all insurance requirements outlined in the contract
14. ☐ Articles of Incorporation (if applicable)
15. ☐ 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.*

__________________________  ______________________
Authorized Signature            Date

__________________________
Print Name