First 5 LA
Baby-Friendly Hospital Project

PROPOSAL PACKAGE CHECKLIST

The following list identifies all items that must be submitted in your proposal package. Check off the items as you include them in your proposal package. Include this list in your package. Note: Original Signatures are required on the Proposal Package Checklist, Signature Authorization Form, Agency Involvement in Litigation, Commitment to Achieve and Maintain Baby-Friendly Hospital Designation and the Budget Request Form. Signatures on original copies must be in blue ink. Your proposal must include all of the items in the order of the following list.

1. □ Appendix A: Proposal Package Checklist

2. □ Proposal Content:
   A. □ Table of Contents
   B. □ Proposal Narrative (shall not exceed 12 pages in length)
   C. □ Scope of Work (use Appendix B: Scope of Work)
   D. □ Budget Forms (use Appendix C: Budget Request Form)
   E. □ Budget Narrative

3. □ Proof of non-profit status and/or appropriate business licenses

4. □ Appendix E: Signature Authorization Form

5. □ Appendix F: Agency Involvement in Litigation

6. □ Appendix G: Commitment to Achieve and Maintain Baby-Friendly Hospital Designation.

7. □ Current Audited Financials

8. □ By-laws (if applicable)

9. □ Articles of Incorporation (if applicable)

10. □ A list of governing body members (if applicable)

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Authorized Signature  Date

Print Authorized Agent’s Name