Appendix A
Oversight Entity RFQ
Application Checklist

Name of Applicant: ________________________________________________

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.

All documents listed below should be uploaded with the online application no later than 5 p.m., December 19, 2012. The checklist below must match the checklist posted on the web and the RFQ.

- Application Checklist - this form
- RFQ Online Application – complete on-line
- (Cover Letter)
- Proposal Narrative
- Letters of Support
- (Budget Form)**
- Budget Narrative
- Scope of Work
- (Agency Involvement in Litigation and/or Contract Compliance Difficulties)**
- (Signature Authorization Form)**
- Current Audit/Financial Statements
- IRS Account Determination Letter, if applicable
- Business License, if applicable
- By-Laws, if applicable
- Articles of Incorporation, if applicable
- Board of Directors

**Must use template provided by First 5 LA. Documents in parentheses must be submitted in original hard copy versions no later than 5 p.m., December 19, 2012 as well as electronically with the online submission. Signatures on original copies must be in blue ink.

Please mail original documents to:
Craig A. Steele, Interim Chief Executive Officer
First 5 LA
750 N. Alameda St., Suite 300
Los Angeles, CA 90012
Attention: Oversight Entity RFQ