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 5:00 p.m. on February 17, 2012

☐ (Application Checklist)** - this form
☐ Online Application Form – complete on-line
☐ Statement of Qualifications
☐ References and contact information
☐ Proposed Budget (Appendix 3)
☐ (Agency Involvement in Litigation and/or Contract Compliance Difficulties)**
☐ (Signature Authorization Form)**
☐ Business License
☐ W-9
☐ Proof of Commercial General Liability Insurance
☐ Proof of Automobile Insurance
☐ By-Laws, if applicable
☐ Articles of Incorporation, if applicable

________________________________________________________________________
Authorized Signature
Date
________________________________________________________________________
Print Name
________________________________________________________________________
Print Position/Title

**Must use template provided by First 5 LA. Documents in parentheses must be submitted in original hard copy versions no later than 5:00 p.m. on February 17, 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
Attn: Tracey L. Hause Director, Finance Department