Best Start Communities
Vendor Pool RFV

CHECKLIST OF SUBMISSION MATERIALS

The following checklist outlines all items to be provided in response to the RFV. 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:
Items 1, 6, 7 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: RFV Application Checklist (signed in blue ink) Mail in a signed original
☐ 2. RFV Application (completed via online form)
☐ 3. Proposed Fee/Rate Schedule and/or Catering Menu with Prices
☐ 4. Language Descriptions (provide only if submitting application for interpretation and/or translation services)
☐ 5. Sample Promotional materials, if available (maximum 4 pages)
☐ 6. Appendix B: Agency Involvement in Litigation and/or Contract Compliance Difficulties (signed in blue ink) Mail in a signed original
☐ 7. Appendix C: Contractor Signature Authorization Form (signed in blue ink) Mail in a signed original
☐ 8. Business License or IRS Determination Letter for Non-Profits
☐ 9. Appendix D: W-9
☐ 10. Evidence of Insurance
☐ 11. Child care license (if applicable)
☐ 12. “General Release, Waiver and Hold Harmless, For Temporary Child Care Services” Document (If applicable, submit a sample of your waiver)
☐ 13. Articles of Incorporation and/or 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.
☐ 14. List of Board Members (if applicable)
☐ 15. Summary of Quality and Range of Services (provide a narrative of your experience, quality and range of services provided in one or more of the 14 Best Start communities)
☐ 16. References: The three (3) references, which are listed on the application, may be from current or former clients. Each reference should include name, company, and phone number.

__________________________________________  ____________________
Authorized Signature                            Date

__________________________________________
Print Name