The following checklist outlines all items to be provided in response to the RFP. 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., September 27, 2013**

- Application Checklist - this form
- Online Application Form – complete on-line
- Proposal Narrative as described in the RFP
- Budget Form** and Budget Narrative
- Reference Form**
- (Agency Involvement in Litigation and/or Contract Compliance Difficulties)**
- (Signature Authorization Form)**
- By-Laws, if applicable
- Articles of Incorporation, if applicable
- Board of Directors or List of Partners, as applicable
- Business License
- W-9
- Current Audit/Financial Statements (upon request)

**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., September 27, 2013** as well as electronically with the online submission. Signatures on original copies must be in Blue INK.

Please mail original documents to:
Getting Better Data Reporting System RFP
Attn: Roozbeh Hamouni, Director, Information Technology Department
First 5 LA
750 N. Alameda St., Suite 300
Los Angeles, CA 90012