First 5 LA
Peer Support Groups for Parents Lead Agency RFP

PROPOSAL PACKAGE CHECKLIST

The following checklist outlines all items to be provided in response to this 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 5:00 p.m., Monday, August 27, 2012.

- Online Application Form
- Performance Based Matrix (Appendix B)
- Proposed Budget (Appendix C)
- Budget Narrative* (for Year 1 Proposed Budget)
- Projected Budget Summary (Appendix D)
- Signature Authorization Form**(Appendix E)
- Agency Involvement in Litigation and/or Contract Compliance Difficulties** (1 original, signed in blue ink) (Appendix F)
- Résumé or Curriculum Vitae for Key Staff and Subcontractor(s)
- Memo(s) of Understanding (if applicable)
- References (minimum of 3)
- Proof of nonprofit status or appropriate business license (if applicable) *
- Current Independent Financial Audit*
- By-Laws (if applicable)*
- Articles of Incorporation (if applicable)*
- List of Governing Body Members*
- IRS W-9 Form
- Certificates of Required Insurances

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Authorized Signature                              Date

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Print Name

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Print Position/Title

* No First 5 LA form is required. Please see RFP for document instructions.

**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.