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 Wednesday, June 22, 2011.

- Online Application Form
- Proposal Narrative
- Scope of Work**
- Proposed Budget**
- Budget Narrative
- Projected Budget Summary**
- Résumé or Curriculum Vitae for Applicant(s)
- Letter(s) of Intent or Memo(s) of Understanding *(if applicable)*
- References
- Agency Involvement in Litigation and/or Contract Compliance Difficulties Form*
- Signature Authorization Form*
- IRS Letter of Determination *(if applicable)*
- Business License *(if applicable)*
- Articles of Incorporation *(if applicable)*
- Bylaws *(if applicable)*
- Board of Directors or List of Partners *(as applicable)*
- Annual Independent Audit

______________________________

Authorized Signature

______________________________

Date

______________________________

Print Name

______________________________

Position/Title

*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.*

**Must use template provided by First 5 LA.**