First 5 LA
Peer Support Groups for Parents Curriculum Development/Training and TA Provider RFQ

PROPOSAL PACKAGE CHECKLIST
(NOT REQUIRED TO SUBMIT WITH APPLICATION)
The following checklist outlines all items to be provided in response to this RFQ. Please check all items are being submitted with your application. All documents listed below should be submitted no later than 5:00p.m., Monday, January 7, 2013.

- Proposal Narrative*
- Scope of Work (Appendix A)
- Proposed Budget for 2 ½ years (Appendix B)
- Budget Narrative* (for 2 ½ years Proposed Budget)
- Signature Authorization Form**(1 original, signed in blue ink) (Appendix C)
- Agency Involvement in Litigation Form**(1 original, signed in blue ink) (Appendix D)
- Résumé or Curriculum Vitae for Key Staff and Subcontractor(s)
- Letter(s) of Intent (if applicable)
- References and/or Letters of Support (minimum of 3)
- IRS Letter of Determination (if applicable)
- Business license (if applicable)
- Current Independent Financial Audit
- By-Laws (if applicable)
- Articles of Incorporation (if applicable)
- Board of Directors List or List of Partners (as applicable)

* 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.