Phone System Replacement RFP
Application Checklist

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 **5:00 p.m. on November 21, 2012**

The checklist below must match the checklist posted on the web and the RFP.

- Online Application form – complete online
- Proposal narrative - 30 pages max - using Appendix A**.
- Current Independent Financial Audit
- By-Laws (if applicable)
- Articles of Incorporation (if applicable)
- List of Governing Body Members
- IRS W-9 Form
- Proof of nonprofit status or appropriate business license
- Budget Template (Appendix D) and budget narrative**
- (Signature Authorization Form - 1 original, signed in blue ink)**
- Agency Involvement in Litigation and/or Contract Compliance Difficulties (1 original, signed in blue ink)

**Must use template provided by First 5 LA. Documents in parentheses must be submitted in original hard copy versions **no later than 5:00 p.m. on November 21, 2012** as well as electronically with the online submission. Signatures on original copies must be in blue ink.

Please mail original documents to:
Craig A. Steele, Interim Chief Executive Officer
First 5 LA
750 N. Alameda St., Suite 300
Los Angeles, CA 90012
Attn: Roozbeh Hamouni, Director, Information Technology Department