The following list identifies all items that must be submitted in the statement of qualifications package. Check off the items included in the statement of qualifications package and include this list in your package.

*Note: Signatures on original copies must be in blue ink. The statement of qualifications package must include original signatures and documents and must include all of the items in the order of the following list. One (1) original and eight (8) copies must be submitted.*

1. □ Appendix A: Statement of Qualifications Cover Sheet
2. □ Appendix B: Statement of Qualifications Checklist
3. □ Table of Contents
4. □ Statement of Qualifications Content of the Narrative
5. □ Organization Chart
6. □ Resumes of principal staff, subcontractor(s) and consultant(s) as well as job qualifications and descriptions for new positions
7. □ Appendix C: Memorandum(s) of Understanding
8. □ Appendix D: Previous Client Form
9. □ Appendix E: Completed Scope of Work
10. □ Appendix F: Completed Budget Forms and Budget Narrative
11. □ Appendix G: Agency Involvement in Litigation and/or Contract Compliance Difficulties
12. □ Appendix H: Contract Signature Authorization Form
13. □ Appendix I: Sample Contract
14. □ Current Audited Financials
15. □ Management Letter
16. □ By-Laws

17. □ Articles of Incorporation (if applicable)

18. □ List of Governing Body Members

_________________________________________________________________________

Agency’s Authorized Signature      Date

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Print Name Authorized Agent

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1 This is required in order to verify signature authority to submit application and to enter into legal agreement. If signature authority is not identified in the By-Laws, a Board Resolution or Partnership Agreement should be submitted, as applicable, that indicates signature authority.

2 A business license from the jurisdiction where the organization operates should be submitted instead of Articles of Incorporation for Partnerships, Limited Liability Partnerships, and Sole Proprietorships.