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 February 17, 2012.

- (Application Checklist)** - this form
- Online Application Form – complete on-line
- Statement of Qualifications
- Planning and Implementation Processes
- Résumé or Curriculum Vitae for key staff
- Proposed Hourly Budget**
- Previous Clients/References
- (Sample Materials)
- (Agency Involvement in Litigation and/or Contract Compliance Difficulties)**
- (Signature Authorization Form)**
- IRS Letter of Determination, if applicable
- Business License, if applicable
- Current Audit/Financial Statements (refer to the RFQ for more details)
- W-9
- By-Laws, if applicable
- Articles of Incorporation, if applicable
- List of Board Members, if applicable

______________________________
Authorized Signature
______________________________
Date
______________________________
Print Name
______________________________
Print Position/Title

**Must use template provided by First 5 LA. Documents in parentheses 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.

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: Francisco Oaxaca, Dir. of Public Affairs, Marketing and Communications Agency RFQ