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 May 4, 2012**.

- (Application Checklist)* - this form
- Online Application Form – complete on-line
- Proposal Narrative
- Scope of Work*
- Proposed Budget*
- Budget Narrative (*for Year 1 Proposed Budget*)
- (Signature Authorization Form)*
- (Agency Involvement in Litigation and/or Contract Compliance Difficulties)*
- Résumé or Curriculum Vitae for Key Staff and Subcontractor(s)
- References (*minimum of 3*)*
- Proof of nonprofit status or appropriate business license
- Current Independent Financial Audit
- By-Laws (if applicable)
- Articles of Incorporation (if applicable)
- List of Governing Body Members
- (IRS W-9 Form)
- Certificates of Required Insurances

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**Authorized Signature**

**Date**

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**Print Name**

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**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: Bill Gould, Planning and Development, Program Officer-PCIT Trainer Contractor RFQ