First 5 LA  
Tot Parks and Trails for Children 0-5

PROPOSAL PACKAGE CHECKLIST

The following checklist outlines all items to be provided in response to this 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 Wednesday, June 27, 2012.

- Online Application Form
- Table of Contents*  
- Proposal Narrative*  
- Scope of Work  
- Proposed Budget   
- Budget Narrative*   
- Projected Budget Summary   
- Signature Authorization Form**   
- Agency Involvement in Litigation and/or Contract Compliance Difficulties** (1 original, signed in blue ink)   
- Résumé or Curriculum Vitae for Key Staff and Subcontractor(s)  
- Memo(s) of Understanding (if applicable)  
- References (minimum of 3)  
- Proof of nonprofit status or appropriate business license (if applicable)*  
- 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

________________________________________________________________________

Print Name

________________________________________________________________________

Print Position/Title

* 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.