

Content Writing and Editing RFQ

APPLICATION CHECKLIST

The following checklist outlines all items to be provided in response to this RFQ.

- RFQ Application (completed via online form)
- Narrative of Qualifications and Relevant Experience: no more than seven (7) pages
- Resumes: Resumes for key personnel, including subcontractors, who will play a major role in carrying out the services
- Samples: Up to five (5) relevant articles (no more than five and no less than two)
- Appendix F: Proposed Rates
- Appendix G: Writing Exercise
- Appendix B: Reference Sheet
- Appendix C: Litigation and Contract Compliance Form
- Business License (if applicable)