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## Appendix E Proposal Checklist

The following checklist outlines all items to be provided in response to the RFP. This checklist is for proposer use only and does not need to be submitted to First 5 LA. If any of the following items are omitted from the proposal, the proposal will be considered incomplete and will not be reviewed. Please review all documents carefully and check off each item before submitting your proposal.

- Online Application
- Scope of Work (Appendix H)
- Proposal Narrative (12 pages max, double space, font 10, 1" margins)
- Resumes or Curricula Vitae: *Maximum of three (3) pages per resume or CV*
- Work Samples (Appendix I)
- Detailed Budget Form (Appendix J: Detailed Budget Form)
- Budget Narrative
- Litigation and Contract Compliance Form (Appendix K)
- Financial Statements
- Business License (if applicable)