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## Appendix F Application Checklist

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

- 1. Online Application
- 2. Statement of Qualifications (Maximum of eight (8) pages single-spaced, size 12 font, 1-inch margins)
- 3. Resumes or Curricula Vitae for Proposed Key Staff (Maximum Three (3) pages each)
- 4. Two (2) Work Samples (Maximum of six (6) pages per work sample. Excerpts are permissible) and Work Sample Cover Page – Appendix J
- 5. Proposed Scope of Work – Appendix K
- 6. Proposed Budget – Appendix L
- 7. Budget Narrative – Appendix M (Maximum of eight (8) pages single-spaced, size 12 font, 1-inch margins)
- 8. Litigation and Contract Compliance Form (Appendix N)
- 9. Business License (if applicable)