

Appendix B Data Strategy RFP - Proposal Checklist

The following checklist outlines all items to be provided in response to the Data Strategy RFP. 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 proposal, then the proposal will be considered incomplete and will not be reviewed. If documents exceed the maximum page limit, they will not be reviewed. Pages will be removed before the Level 2: Proposal Review. The removed page(s) will not be made available to reviewers.

Please review all documents carefully and check off each item before submitting your proposal. Unless explicitly requested in Section IX. Required Documents below, please do not attach additional cover pages to the required documents. Unless explicitly requested in Section IX. Required Documents of the RFP, please do not embed hyperlinks in your proposal documents. Any hyperlink included in proposal documents will be deactivated before the Level 2: Proposal Review and will not be made available to reviewers.

- 1. Online Application
- 2. Proposed Project Plan (Maximum of ten (10) pages double-spaced, size 11-point font, 1-inch margins)
- 3. Organizational Qualifications (Maximum eight (8) pages double-spaced, size 11-point font, 1-inch margins)
- 4. Project Organization Chart (Maximum of one (1) page)
- 5. Resumes submitted as a single PDF (Maximum of 3 pages per team member)
- 6. Proposed Scope of Work – Appendix E
- 7. Proposed Budget– Appendix F
- 8. Budget Narrative – Appendix G (Maximum of eight (8) pages double-spaced, size 11-point font, 1inch margins)
- 9. Litigation and Contract Compliance Form – Appendix H
- 10. Business License (if applicable)