**Appendix A – Proposal Checklist**

**Legal Services Request for Qualifications (RFQ)**

The following checklist outlines all items to be provided in response to the Legal Services RFQ. This checklist is for applicant use only and does not need to be submitted to First 5 LA. Omission of any document/form will constitute an incomplete proposal and may be grounds for disqualification.  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. Cover Letter (3 pages maximum)

3. Disclosures

4. Narrative (6 pages maximum)

5. Résumés/Curriculum vitae

6. Proposed Budget

7. References (at least three)

8. Litigation and Contract Compliance Form (Appendix – D)

9. Business License.