

**ECPAF RFP
Appendix F
Proposal Checklist**

The following checklist outlines all items to be provided in response to the Early Childhood Policy and Advocacy Fund (ECPAF) 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. 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. **Proposal Approach Narrative** (Maximum 15 pages single-spaced, 11-point Arial or Times New Roman font with 1" margins)
- 3. **Primary Project Objectives and Primary Outcomes Narrative** (Maximum 10 pages, single-spaced, 11-point Arial or Times New Roman font with 1" margins)
- 4. **Proposed Scope of Work** using Appendix I (ECPAF Scope of Work Template)
- 5. **Organizational Chart** (Maximum 1 page)
- 6. **Resumes or Curricula Vitae** (maximum of 3 pages per team member)
- 7. **Proposed Budget** using Appendix J (ECPAF Budget Template)
- 8. **Budget Narrative** (maximum of 8 pages single-spaced, 11-point Arial or Times New Roman font with 1" margins). Please see Appendix J (ECPAF Budget Template) and Appendix H (ECPAF Budget and Narrative Instructions) for guidance on how to complete the budget Narrative.
- 9. **Two (2) Work Samples** (maximum of 6 pages for each work sample submission not including the work sample cover page). Please use the Appendix K (Work Sample Cover Page) for both work sample submissions.
- 10. **Litigation and Contract Compliance Form** (Appendix L)
- 11. **Proposer's Financial Documents**. Proposers must submit all financial documents from either section i. or ii., below, based on whether they are a Non-Profit or For-Profit organization:
 - i. For Non-Profit Organizations:
 - A. One (1) Financial Audit Report completed by an independent firm of certified public accountants OR two (2) consecutive years of Form 990. Audit and Form 990s should be no older than 2019; and,
 - B. A current organization-wide Annual Operating Budget that covers the proposer's current operating year (e.g., January 1-December 31, July 1-June 30, etc.).
 - ii. For Profit Organizations
 - A. One (1) Financial Audit Report completed by an independent firm of certified public accountants OR most recently completed tax return. Audit and tax return should be no older than 2019; and,
 - B. Three (3) months of financial statements.
- 12. **Business License** (if applicable)