

Appendix A

Content Writing, Editing and Proofreading Request for Qualifications (RFQ)

Proposal Checklist

The following checklist outlines all items to be provided in response to the Content Writing, Editing and Proofreading Request for Qualifications (RFQ). 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. **Writing & Journalism Experience Narrative** (Maximum 5 pages, single-spaced, 11-point Arial or Times New Roman font with 1" margins)
- 3. **Resumes or Curricula Vitae** (maximum of 3 pages per team member)
- 4. **Writing Sample:** See Appendix B: Writing Sample Instructions and Appendix C: First 5 LA Writing Style Guide for more information.
- 5. **Proposed Hourly Rates:** Please use **Appendix G: Proposed Hourly Rates Template** with your submission.
- 6. **One (1) Experience in Interpreting and Translating Complex Topics Work Sample** (Maximum four (4) pages not including the work sample cover page, 8.5" x 11" page size, single-spaced, 11-point Arial or Times New Roman font with 1" margins). Please use **Appendix H: Work Sample Cover Page** with your work sample submission.
- 7. **One (1) Media Work Sample** (Maximum two (2) pages not including the work sample cover page, 8.5" x 11" page size, single-spaced, 11-point Arial or Times New Roman font with 1" margins). Please submit **only one** (1) of the following options below and use **Appendix H: Work Sample Cover Page** with your work sample submission.
 - **Option #1:** An opinion editorial submitted to a single print or online news outlet with a clear point of view that can help inform or influence general public readers.
 - **Option #2:** A press release written and pitched to a print or broadcast media outlet that provides newsworthy information about a company-community collaborative.
- 8. **References:** Please use **Appendix F: Reference Check Template** with your submission.
- 9. **Litigation and Contract Compliance Form (Appendix E)**
- 10. **Business License (if applicable)**