

Appendix B

State Policy and Advocacy Consultant RFQ

Proposal Checklist

The following checklist outlines all items to be provided in response to the State Policy and Advocacy Consultant Request for Qualifications (RFQ). This checklist is for proposer use only and does not need to be submitted to First 5 LA.

1. **Online Application**
2. **Litigation and Contract Compliance Form (Appendix C)**
3. **Organizational Conflict of Interest Form (Appendix D)**
4. **Business License** (if applicable)
5. **California State Lobbyist Registration Printout**
6. **Proposal Narrative** (Maximum 5 pages, single-spaced, Arial Font size 11)
7. **Scope of Work (Appendix E)**
8. **Qualifications Summary** (Maximum 7 pages, single-spaced, Arial Font size 11)
9. **Resumes or Curricula Vitae**
10. **Budget/Pricing Narrative (Appendix F)**
11. **Two (2) Work Samples (Appendix G; Maximum 6 pages per sample, not including cover page)**
12. **References (Appendix H)**