
Appendix E Application Checklist

The following checklist outlines all items to be provided in response to the First 5 LA Annual Reporting Project RFQ. This is meant to be used to support you in the process. This checklist does not need to be submitted.

- Online Application
- Statement of Qualifications (maximum six (6) pages, single-spaced, 11-point Arial or Times New Roman font with 1-inch margins)
- Resumes or Curricula Vitae for Proposed Key Personnel (Maximum Three (3) pages each)
- Proposed Budget Template (Appendix G)
- Proposed Scope of Work (Appendix H)
- One (1) Work Sample (Maximum of four (4) pages. Excerpts are permissible) and Work Sample Cover Page (Appendix I)
- Litigation and Contract Compliance Form (Appendix J)
- Conflict of Interest Form (Appendix K)
- Business License (if applicable)