

## Appendix C RFQ Applicant Checklist

The following checklist outlines all items to be provided in response to the First 5 LA Child & Family Progress Project RFQ. This checklist is for applicant use only and does not need to be submitted to First 5 LA. If any of the following items are omitted from the application, the application will be considered incomplete and will not be reviewed. 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 X. Required Documents, please do not attach additional cover pages to the required documents. 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.

Check	Item
	1. Online Application
	2. Due Diligence Assessment Form <i>Appendix F</i>
	3. Organizational Conflict of Interest Form <i>Appendix G</i>
	4. Statement of Qualifications – maximum six (6) pages, 11-point font with 1” margins <i>Appendix H</i>
	5. Work Sample with Cover Page – either: <ul style="list-style-type: none"> <li>• one [1] PDF document maximum four (4) pages, or</li> <li>• one [1] Microsoft PowerPoint slide deck maximum twelve (12) slides</li> </ul> <i>Appendix I</i>
	6. Project Approach – maximum six (6) pages, 11-point font with 1” margins <i>Appendix J</i>
	7. Proposed Budget - maximum three (3) pages, 11-point font with 1” margins <i>Appendix K</i>
	8. Resumes or Curricula Vitae – maximum four (4) personnel, including the project manager, if applicable, with a maximum three (3) pages per resume or curricula vitae
	9. Business License (if applicable)