

Strategic Communications and Social Media Services RFQ

APPLICATION CHECKLIST

The following checklist outlines all items to be provided in response to this RFQ.

- ☐ RFQ Application (completed via online form)
- ☐ Appendix E: Due Diligence Assessment Form
- ☐ Appendix F: Organizational Conflict of Interest Form
- ☐ Business License (if applicable)
- ☐ Narrative of Qualifications and Relevant Experience (no more than 10 pages)
- ☐ Resumes or Curricula Vitae (no more than 3 pages each)
- ☐ Appendix G: Proposed Scope of Work
- ☐ Appendix H: Proposed Monthly Retainer and Hourly Rates
- ☐ Samples: Two (2) relevant samples of project work (no more than 5 pages for each sample not including Appendix I – Work Sample Cover Page)
- ☐ Appendix J: Reference List