
Appendix C

Application Checklist

The following checklist outlines all items to be provided in response to the RFP. 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. Please review all documents carefully and check off each item before submitting your proposal.

- ☐ 1. Online Application
- ☐ 2. Due Diligence Assessment Form – Appendix E
- ☐ 3. Organizational Conflict of Interest Form – Appendix F
- ☐ 4. Business License (if applicable)
- ☐ 5. Proposal Narrative (Maximum ten [10] pages, 11-point font with 1” margins)
- ☐ 6. Proposed Scope of Work – Appendix G
- ☐ 7. Two (2) Examples of Work (Maximum five [5] pages for each sample, not including Appendix H – Work Sample Cover Sheet)
- ☐ 8. Resumes or Curricula Vitae for Proposed Key Staff (Maximum three [3] pages for each)
- ☐ 9. Proposed Budget/Pricing – Appendix I
- ☐ 10. Reference List – Appendix J