

**POLICY TECHNICAL ASSISTANCE CONSULTANT REQUEST FOR QUALIFICATIONS (RFQ)
APPENDIX B – APPLICATION CHECKLIST**

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

- RFQ Online Application (completed via online form)
- Appendix D – Due Diligence Form
- Appendix E – Conflict of Interest Form
- Business License, if applicable
- Narrative of Relevant Experience and Qualifications (8 pages maximum, 11-point font with 1” margins)
- Appendix F – Proposed Scope of Work
- Resumes or Curricula Vitae (Collected in one PDF document, 3 pages maximum each)
- Appendix G – Proposed Budget and Narrative
- Appendix H – Two (2) Work Samples (5 pages maximum per work sample not including the work sample cover page)