

FORM 2: PROPOSAL CHECKLIST

PROPOSAL CHECKLIST	Included/ Complete
Respondent Name:	
RFP FORMAT	
Document meets required format.	
Table of Contents is included	
Document follows outlined sections, and each section is clearly labeled. Page numbers are included.	
Document meets required page limit.	
Correct numbers of copies are included in packet with searchable PDF on a jump drive	

PROPOSAL ORDER	
Form 1: Proposal Cover Sheet	
Form 2: Proposal Checklist	
Form 3: Proposal Summary	
Project Narrative – Maximum 12 pages total	
1. Respondent Qualifications – Maximum 2 pages	
2. Design – Maximum 3 pages	
3. Relationships and Collaboration – Maximum 4 pages	
4. Success Indicators – Maximum 2 pages	
5. Staffing and Funding Model Design – Maximum 1 page	
Form 4: Budget Summary	
Form 5: Budget Narrative	
Form 6: Compliance Statement	
Form 7: Assurances Statement	
Form 8: Design Outcomes	
Attachment A: Annual Balance Sheet and Profit/Loss Statement	
Attachment B: Copy of Annual Audit Report	
Attachment C: W-9	
Attachment D: Current Certificate of Liability	
Optional: Additional attachments	
Optional: Letters of Support	