SECTION 8: <u>PROPOSAL CHECKLIST</u>

All items listed below shall be completed and included in submittal package at time of submission to County as per the RFP. This list is intended to assist responding organizations. It is the sole responsibility of each responding organization to ensure that their proposal conforms to the requirements of the RFP. Forms are provided in Section 9.

Proposal File

☐   **Proposal Cover Statement** (Form #1)

☐   **Table of Contents**

☐   **Program Proposal Narrative**

      ☐   Agency Overview
      ☐   Agency Qualifications and Experience
      ☐   Program Implementation and Oversight
      ☐   Community knowledge and collaboration
      ☐   Cultural Sensitivity

☐   **Attachments**

      ☐   **Statement of Qualifications** (Form #2 with original signatures must accompany original proposal), completed and signed by Agency Executive Director and President of Agency Board of Directors.

      ☐   **Monitoring/Performance Report or Letter of Recommendation**

      ☐   **Organizational Charts**

      ☐   **Job Descriptions and/or Resumes of Executive Director and Key Program and Fiscal Staff.**

      ☐   **Agency Brochure (as available).**

☐   **Contracts and Grants Form** (Form #4)

Fiscal File

☐   **Fiscal Management Narrative**

☐   **Board of Directors Form** (Form #3)

☐   **Program Budget and Budget Narrative** (Form #5)

☐   **Fiscal Attachments**

      ☐   **1** copy of bidder's IRS 501(c)(3) determination letter attached to original proposal copy (if agency is a non-profit organization).

Contra Costa County
Children and Family Services   **REQUEST FOR PROPOSALS (RFP) 1188**
          Differential Response Path II and After Care Services

☐   **1** copy of bidder's manual of fiscal procedures and policies, if available, attached to original proposal copy (reference Section 5.4).

☐   **1** copy of bidder's last audited financial statement <u>attached to original</u> proposal copy. (Reference Section 5 for alternate submission requirements if audited financial statements are not available).

☐   **1** copy of current Agency Budget with revenues and expenses indicated.