



REQUEST FOR PROPOSAL (RFP) 1210
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY FOR KIDS (CALWORKS)
Subsidized Temporary Experience with Pay for the Under-Employed (STEP-UP) Program

Temporary Assistance for Needy families (TANF)

9.2 FORM B: Proposal Checklist

Each respondent must submit a proposal in the following order with documents as described (unless otherwise noted). Upload first file saved as **"RFP1210 Your Agency Name-Proposal"** containing the following:

- ☐ **A. Proposal Cover Sheet** (FORM A) – attached as cover to each proposal
- ☐ **B. Proposal Checklist** (FORM B)
- ☐ **C. Table of Contents**
- ☐ **D. List of Agency Board of Directors** (FORM C)
- ☐ **E. Agency Organizational Chart** indicating how proposed project relates with other agency projects and programs.
- ☐ **F. Job Descriptions and Resumes** of Executive Director and key program staff
- ☐ **G. Bidder's Statement of Qualifications** (FORM D) completed and signed by the Agency Executive Director and President of Agency Board of Directors. (FORM D with original signatures must accompany original proposal.)
- ☐ **H. Bidder's Contracts and Grants** (FORM E), completed and signed by the Agency Executive Director and the President of the Board of Directors. (FORM E with original signatures must accompany original proposal.)
- ☐ **I. Proposal Narrative** (See Section 5)
- ☐ **J. Program Budget** (FORM F)
- ☐ **K. Fiscal Management Information Narrative** (See Section 5)
- ☐ **L. Fiscal Attachments**
One copy of the required financial documents as specified in section 5 must be attached to original proposal copy.
- ☐ **M. Agency Brochure** (as available)
- ☐ **N. Other Relevant Attachments**