



**COMMUNICATION, PUBLIC RELATIONS AND MARKETING SERVICES  
REQUEST FOR PROPOSALS (RFP) 1219**

**9.3 FORM #3: Fiscal Management Checklist**

**Proposals must be submitted in the following order with documents, as described (unless otherwise noted).**

**File #2: Save as "RFP 1219-Agency Name-Financials"**

**Fiscal Attachments**

**☐ Select one of the following three:**

- Single Audit, including any applicable corrective action plans (If applicable) **or**
  - A review or compilation of the financial statements prepared by a CPA (If not subject to single audit) **or**
  - A copy of the latest filed tax return;
- 1** copy of bidder's IRS 501(c)(3) determination letter attached to original proposal copy (if agency is a non-profit organization);
- 1** copy of current Agency Budget with revenues and expenses indicated. Also, provide a list of funding sources with the amounts received from each listed; and
- 1** copy of bidder's manual of fiscal procedures and policies, if available.

**If a single audit it not available, and you have not provided your policies and procedures, please complete the fiscal management narrative section below.**

- Fiscal Management Narrative (Maximum 10 pages) including Budget Narrative.
- Describe how your fiscal system is administered, including responsibilities of the Board of Directors, Executive Director, and staff in fiscal management.
  - Provide a brief description of the lead organization's accounting system and internal controls. Including: Timekeeping system, Inventory system, Payroll system and cost allocation plan and methodology.
  - A detailed discussion of leveraged resources provided. Leveraged funds can include cash contributions, staff effort, space, or other revenue generation, and in-kind contributions. List each source of leveraged resources, the dollar value, and the function of each leveraged resource.
  - List what indirect cost rate will be used (i.e. the 10% de minimis rate or your negotiated indirect cost rate). If using the negotiated indirect cost rate, please list what the rate is, which Federal Agency it is recognized by, and the expiration date of the rate. Reference the [EDD Directive](#) for more information.