



EMPLOYMENT & HUMAN SERVICES DEPARTMENT
Aging and Adult Services Bureau
Area Agency on Aging
Title IIIC C-1, C-2 and Cultural Program
REQUEST FOR PROPOSAL (RFP) 1221

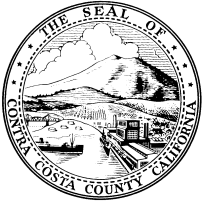
SECTION 10: PROPOSAL CHECKLIST

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 11. The Proposal Checklist may be used as a Table of Contents if it includes the relevant proposal page numbers for each section listed on the form.

Proposals must be submitted in the following order.

File #1 Proposal File: [Save as “RFP1221”-Agency Name-Proposal”]

- ☐ **Proposal Cover Statement (Form #1)**
- ☐ **Table of Contents**
- ☐ **Program Narrative**
 - ☐ Agency Overview and Organizational Capacity (6-page max, 20 points)
 - ☐ Program Design and Approach (10-page max, 60 points)
 - ☐ Program Administration (4-page max, 20 points)
 - ☐ **Budget and Budget Narrative** for proposed service **(Form #4)**
- ☐ **Proposal Addendums**
 - ☐ **Organizational Chart**
 - ☐ **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.
 - ☐ **Board of Directors Form (Form #3)**
 - ☐ **Job Descriptions and/or Resumes of Executive Director and Key Program and Fiscal Staff**
 - ☐ **Agency Brochure (as available)**



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File #2 Fiscal File: [Save as "RFP1221-Agency Name-Financials"]

- ☐ **Fiscal Management Narrative**
- ☐ **Fiscal Addendums**
 - ☐ Copy of Bidder's IRS 501(c)(3) determination letter (if agency is a non-profit organization).
 - ☐ Copy of Bidder's manual of fiscal procedures and policies, if available. (reference Section 8.4).
 - ☐ Copy of Bidder's last audited financial statement. (Reference Section 6.2 for alternate submission requirements if audited financial statements are not available).
- ☐ Copy of current Agency Budget with revenues and expenses indicated.