

## ATTACHMENT C – Proposal Checklist

It is the bidder's responsibility to make sure that all required elements and forms are included in the proposal. Proposals that do not include the required elements and forms are subject to disqualification. If you have questions about the requirements or feel that special circumstances apply to your proposal, please submit a question in writing to WDBSCW to be answered on our website.

Before submitting your proposal, checkmark the following:

- Submit the *Letter of Intent to Apply*
- Proposal Response Package Requirements:
  - Proposal Cover Page
  - Proposal Checklist
  - Proposal Summary
  - Organizational Experience
  - Relationships and Collaborations
  - Staffing Design and Development
  - Service Delivery
  - Logic Model(s)
  - Budget / Cost
    - Budget Summary
    - Consortium Budget Summary (If Applicable)
    - Budget Detail
    - Leveraged Detail
    - Staffing Pattern
- Statement of Compliance Form
- Equal Opportunity Nondiscrimination Assurance and Affirmative Action Plan Requirements Compliance Form
- One copy each of the last two years' audited financial statements

**Note:** Letters of support and/or references are not required and should not be submitted with the RFP documents; however, they may be requested at a later date if necessary.