

DOCUMENTS CHECKLIST

The following list identifies items that must be submitted in the proposal package in the numerical order below. Use this checklist to ensure that you are submitting a complete proposal. Complete the checklist and submit to the Commission with your proposal (last appendix).

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- 1. Proposal Cover Sheet and Certification (Complete Exhibits A and B).
 - 2. Proposal Narrative (not to exceed 15 pages). Make sure you address each of the questions in the Proposal Content Requirements section of the proposal guidelines (Section IV).
 - 3. Budget (Complete Exhibits C1 and C2). Attach additional budget sheets here.
 - 4. Insurance Requirements (Complete Exhibit D and attach a letter from your insurance carrier confirming coverage can begin on July 1, 2015).
 - 5. Statement of Nondiscrimination Compliance (Complete Exhibit E).
 - 6. Evaluation Plan (Complete Exhibit F, as per goals that are applicable to your proposal).
 - 7. Smoke-Free Environment Statement (Complete Exhibit G).
 - 8. Statement of Non-Supplantation of Funds (Complete Exhibit H).

Appendix Documents:

- 9. Resolution on agency letterhead from the Board of Directors (see sample Resolution – Exhibit I).
- 10. List of Agency’s Board of Directors including affiliations to other County entities.
- 11. Articles of Incorporation (For corporations only). (Corporations must show evidence of incorporation by the California Secretary of State or proof of the incorporation process).
- 12. Nonprofit Organization Status (For nonprofit organizations only). (Nonprofit organizations must submit evidence of their tax exemption status as defined by the Internal Revenue Service, the Franchise Tax Board or proof of application process).
- 13. Job Descriptions of Key Staff/Subcontractors/Consultants affiliated with the project.
- 14. A listing of all subcontractors including names, titles, addresses, primary contacts, phone numbers and their Tax Identification or Social Security Numbers.
- 15. Memorandum of Understanding (for proposals subcontracting for services or if the MOU reflects a collaborative agreement identified within the proposal).
- 16. Organizational Chart identifying any subcontractors (if used) and any collaborative relationships.
- 17. Copies of all permits, employee licenses or business, state and/or clinic licenses needed for the prospective contractor to perform the proposed services.
- 18. Most recent audit performed by an independent auditor using generally accepted accounting principals or for new agencies, an explanation of their financial status and supporting documentation in lieu of an agency audit. **Attach only one copy of the audit to the original proposal; do not include audits with the additional 14 proposal copies.**
- 19. Documents Checklist (complete checklist and attach as last appendix, Exhibit J).