**2012-2013 WIA Youth PILOT PROgram RFP Proposal CONTENT Checklist**

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| **Proposal Content** | **YES** |
| **Form A: Notice of Intent to Submit**Due by February 22, 2013 |  |
| **Request for Qualifications**Due by February 27, 2013 |  |
| **Form B: Bidder’s Conflict of Interest** (if applicable)Due no later than March 1, 2013 |  |
| **Form H: Past Performance Questionnaire** (to be completed and submitted by references)Due no later than March 15, 2013 |  |
| **Original signed proposal** plus seven (7) signed hard copies, and one PDF electronic copy - flash memory stick of the entire proposal |  |
| **Form F: Proposal Cover and Affirmation Form** |  |
| **Table of Contents –** must include a table of contents that shows a clear identification of the material in the proposal by section and by page number. |  |
| **Executive Summary** (1 page) |  |
| **Program Narrative** (not to exceed 25 pages) |  |
| **Form C: Partner Roles and Responsibilities** |  |
| **Form E: Standard Budget Shell** |  |
| **Form G: Budget Narrative** |  |
| **Form D: Financial Management Structure** |  |
| **Letters of Commitment/Memorandums of Understanding** |  |