

SAN DIEGO
WORKFORCE

PARTNERSHIP[®]

Request for Proposals (RFP) Checklist

Required Submissions	Completed
Request for Qualifications (RFQUAL): <i>1 original, 1 copy</i>	
Statement of Qualification (SOQ): <i>1 original, 1 copy</i>	
Final Questions for RFP: <i>(if applicable)</i>	
Proposal: <i>3 originals, 3 copies, 1 electronic PDF copy on USB</i>	
Financial Documents: <i>same as proposal—to accompany proposal</i>	
Conflict of Interest Disclosure: <i>(if applicable, same as proposal—to accompany proposal)</i>	

Proposal Requirements	Completed
Cover Page	
Executive Summary	
Past Performance	
Table of Contents	
Proposal Content	
<ul style="list-style-type: none"> • Business Description 	
<ul style="list-style-type: none"> • Organization's History 	
<ul style="list-style-type: none"> • Organization's Objectives 	
<ul style="list-style-type: none"> • Management and Organization 	
<ul style="list-style-type: none"> • Subcontractors 	
<ul style="list-style-type: none"> • LAS Program Design 	

Financial Requirements	Completed
Standard Budget Shell	
<ul style="list-style-type: none"> • Project Budget Detail 	
<ul style="list-style-type: none"> • Personnel Detail 	
<ul style="list-style-type: none"> • Personnel Detail In-Kind Match <i>(if applicable)</i> 	
<ul style="list-style-type: none"> • Expenditure Plan 	
Budget Narrative Form	
Financial Management Structure	