

**Proposal Checklist for Reentry Works San Diego RFP**

Use this checklist to review your proposal to ensure you have included all applicable items listed below:

|  |  |
| --- | --- |
|  | **Item** |
|  | **Notice of Intent** (optional)requested by 3:00 P.M. (PDT) on Tuesday, July 21, 2015 |
|  | **Statement of Qualifications**: References must submit documents by 3:00 P.M. (PDT) on Monday, August 10, 2015 |
|  | **Three** (3) **Past Performance Questionnaire(s):** submit as separate document by 3:00 P.M. (PDT) on Monday, August 10, 2015 |
|  | **One** (1) original proposal with original “wet” signature, plus **seven** (7) signed hard copies, and **one** (1) PDF electronic copy (on flash memory stick of the entire proposal) submitted by 3:00 P.M. (PDT) on Monday, August 10, 2015 to Evelyn Ramirez, Finance and Operations Analyst |
|  | **Font size:** 12 point Times New Roman |
|  | **Text:** double-spaced, pages single-sided, with margins at least one inch, page numbering at the bottom of each page |
|  | **Language:** English |
|  | **Title Page:** 1 page limit |
|  | **Table of Contents:** no page limit |
|  | **Executive Summary:** 2 page limit |
|  | **Proposal Narrative:** 20 page limit |
|  | **Budget Shell:** no page limit |
|  | **Budget Narrative:** 6 page limit  |
|  | **Conflict of Interest Disclosure:** no page limit |
|  | **Cost Allocation Plan**, if applicable: no page limit  |
|  | **Indirect Cost Agreement**, if applicable: no page limit  |
|  | **All other attachments**: 10 page limit |