



PROPOSAL CHECKLIST

Use this Checklist to review your proposal to ensure you have included all applicable items listed below along with the formatting and page limit requirement. Provide the page number for the location of each listed item below.

Completed	Page Number	RFP Section	Item	Page limit(s)
Electronic Submission				
<input type="checkbox"/>		I.I	Notice of Intent(s) Due date: 5:00 P.M. (PDT) on November 19, 2020	Website Workforce eBid
<input type="checkbox"/>		I.I	Dun & Bradstreet Data Universal Number System (DUNS) Number Due date: 5:00 P.M. (PDT) on November 19, 2020	Website Workforce eBid
<input type="checkbox"/>		III.C	Submission of Proposal(s) uploaded in PDF format Due date: 5:00 P.M. (PDT) on December 3, 2020	Website Workforce eBid
<input type="checkbox"/>		II.B III.H	Submission of Budget(s) uploaded in MS Excel format Due date: 5:00 P.M. (PDT) on December 3, 2020	Website Workforce eBid
<input type="checkbox"/>		IV.C	Conflict of Interest Disclosure Due date: 5:00 P.M. (PDT) on December 3, 2020	Website Workforce eBid
<input type="checkbox"/>		II.C III.I	Job Quality Due date: 5:00 P.M. (PDT) on December 3, 2020	Website Working Metrics
Formatting Requirements				
<input type="checkbox"/>		III.B	Font size: 11-point Arial	n/a
<input type="checkbox"/>		III.B	Text: Double-spaced, pages numbered sequentially with margins at least one inch	n/a
<input type="checkbox"/>		III.B	Language: English	n/a
<input type="checkbox"/>		III.B	Attachments: Identifiable by attachment label	n/a

Completed	Page Number	Section	Item	Page limit(s)
Proposal Submission				
<input type="checkbox"/>		III.E	Cover Page	1 Page
<input type="checkbox"/>		III.E	Table of Contents: Identifiable by section and page number	No page limit
<input type="checkbox"/>		III.E	Organizational Qualifications and Project Management	2 Pages
<input type="checkbox"/>		III.E	Resumes of Key Staff	No page limit
<input type="checkbox"/>		III.E	Organizational Chart	1 Page
<input type="checkbox"/>		III.F	Past Performance	2 Completed Questionnaires
<input type="checkbox"/>		II.A III.G	Solutions Profile	25 Pages
<input type="checkbox"/>		II.B III.H	Budget File	Excel Attachment
<input type="checkbox"/>		II.B III.H	Budget Narrative	Attachment
<input type="checkbox"/>		II.B III.H	Cost Allocation Plan , if applicable: no page limit	Attachment
<input type="checkbox"/>		II.B III.H	Indirect Rate Agreement , if applicable: no page limit	Attachment
<input type="checkbox"/>		II.B.1 III.H	Required Staff Positions	2 Pages
<input type="checkbox"/>		III.G.6	Peer Mentor & Peer Engagement Chart	Attachment 1 Page
<input type="checkbox"/>		III.G.7	14 Program Elements Chart	Attachment 4 Pages
<input type="checkbox"/>		III.G.7	WIOA Program Tracks Chart	Attachment 2 Pages
<input type="checkbox"/>		III.G.12	Employer Engagement Chart	Attachment 2 Pages
<input type="checkbox"/>		III.C.	Additional Attachments: Letters of support/commitment and Memorandums of Understanding (MOUs) Supporting charts, maps, visuals, and diagrams for solutions proposal	Included with the 10 Pages