San Diego
**Workforce**
Partnership

# <u>PROPOSAL CHECKLIST</u>

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 for each listed item below.

| Completed | Page Number | RFP Section | Item | Page limit(s) |
|---|---|---|---|---|
| **Electronic Submission** | | | | |
| ☐ | | I.I | **Notice of Intent(s)** <br> **Due date:**  5:00 P.M. (PDT) on April 22, 2021 | Website Workforce eBid |
| ☐ | | I.I | **Dun & Bradstreet Data Universal Number System (DUNS) Number** <br> **Due date:**  5:00 P.M. (PDT) on April 22, 2021 | Website Workforce eBid |
| ☐ | | III.C | **Submission of Proposal(s)** uploaded in PDF format <br> **Due date:**  5:00 P.M. (PDT) on May 6, 2021 | Website Workforce eBid |
| ☐ | | II.B III.H | **Submission of Budget(s)** uploaded in MS Excel format <br> **Due date:**  5:00 P.M. (PDT) on May 6, 2021 | Website Workforce eBid |
| ☐ | | IV.C | **Conflict of Interest Disclosure** <br> **Due date:**  5:00 P.M. (PDT) on May 6, 2021 | Website Workforce eBid |
| ☐ | | II.C III.I | **Job Quality** <br> **Due date:**  5:00 P.M. (PDT) on May 6, 2021 | Website Working Metrics |
| **Formatting Requirements** | | | | |
| ☐ | | III.B | **Font size:** 11-point Arial | n/a |
| ☐ | | III.B | **Text:**  Double-spaced, pages numbered sequentially with margins at least one inch | n/a |
| ☐ | | III.B | **Language:**  English | n/a |
| ☐ | | III.B | **Attachments:**  Identifiable by attachment label | n/a |

| Completed | Page Number | Section | Item | Page limit(s) |
|---|---|---|---|---|
| **Proposal Submission** | | | | |
| ☐ | | III.E | **Cover Page** | 1 Page |
| ☐ | | III.E | **Table of Contents:** Identifiable by section and page number | No page limit |
| ☐ | | III.E | **Organizational Qualifications and Project Management** | 2 Pages |
| ☐ | | III.E | **Resumes of Key Staff** | No page limit |
| ☐ | | III.E | **Organizational Chart** | 1 Page |
| ☐ | | III.F | **Past Performance** | 2 Completed Questionnaires |
| ☐ | | II.A III.G | **Solutions Profile** | 25 Pages |
| ☐ | | II.B III.H | **Budget File** | Excel Attachment |
| ☐ | | II.B III.H | **Budget Narrative** | Attachment |
| ☐ | | II.B III.H | **Cost Allocation Plan,** if applicable: no page limit | Attachment |
| ☐ | | II.B III.H | **Indirect Rate Agreement**, if applicable: no page limit | Attachment |
| ☐ | | II.B.1 III.H | **Required Staff Positions** | 2 Pages |
| ☐ | | III.G.6 | **Peer Mentor & Peer Engagement Chart** | Attachment 1 Page |
| ☐ | | III.G.7 | **14 Program Elements Chart** | Attachment 4 Pages |
| ☐ | | III.G.7 | **WIOA Program Tracks Chart** | Attachment 2 Pages |
| ☐ | | III.G.12 | **Employer Engagement Chart** | Attachment 2 Pages |
| ☐ | | 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 |