

ATTACHMENT C

PROPOSAL CONTENT REQUIREMENT CHECKLIST

Proposal Content Requirements	Present	Complete
A. RFP Page and Addendum(s) if applicable		
B. Proposal Identification Sheet		
C. Cover Letter		
D. Table of Contents		
E. Conflict of Interest Statement		
F. Trade Secret Acknowledgement		
G. Certification – Disclosure – Criminal History & Civil Actions		
H. References		
I. Exceptions		
J. Vendor Company Data		
K. SCOPE OF WORK		
1. Overview		
2. Program Description		
L. Reports		
M. Project Budget		
N. Other Requirements		
O. Exhibits		
Other Proposal Content Requirements		
A. Required Format		
B. One (1) original, with a reproducible compact disk enclosed and seven (7) copies of the proposal.		
C. Job Descriptions for each Program Position and Current Staff Resumes		