

# REVISED ATTACHMENT C PROPOSAL CONTENT REQUIREMENT CHECKLIST

<b>Proposal Content Requirements</b>	<b>Present</b>	<b>Complete</b>
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 (display a clear understanding of each section)		
1. Background		
2. Program Description		
3. Eligible Organizations		
4. Characteristics of Target Groups		
5. Case Management Requirements (Include Sample Reports as indicated below)		
6. Specific Services Requested (Description of the proposed program)		
L. Cost Proposal		
M. Reports		
N. Other Requirements (may include resumes and job descriptions)		
O. Exhibits		
<b>Other Proposal Content Requirements</b>		
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		