

## Proposal Checklist

This optional form is to help you complete your proposal packet before submission. Please do not submit this form with your proposal. A complete application will consist of the following:

1. Letter of Submittal (only submit one original with the following)

**These items, attached to this Exhibit, must be signed and included with your Letter of Submittal:**

- Certifications and Assurances
- Certification Regarding Lobbying
- Certification Regarding Drug-Free Workplace Requirements
- Certification Regarding Debarment
- General Terms and Conditions

**Please attach the following additional items to your Letter of Submittal:**

- Agency Mission Statement
- Resume of Executive Director and Finance Officer
- Current organizational chart
- Current roster of the Board of Directors, including the Board Members affiliation
- IRS determination letter (If **not** on file at ALTCEW)
- Copy of the most recent audit or certified financial statement (If **not** on file at ALTCEW)
- Agency Business License
- Agency Professional Insurance Coverage (Include titles of persons bonded, if any)
- ADA Compliance Date and Current Policy
- Minority and Women Owned Business Certification, if applicable

2. Technical Proposal

- Complete response to Technical Proposal section
- Program Staffing Form (Excel) – TA-4.1
- Key Program Personnel Form (Excel) – TA-4.2
- Quantitative Objective Form (Excel) – TA-5
- Resume Program Director
- Brief Job Descriptions Key Personnel
- Copy of agency Client Grievance Procedure
- Proposed Subcontract Document, if applicable

3. Budget Proposal

- Complete response to Budget Proposal Section
- Revenue and Expenditures (Excel) – BA-1
- Revenue and Expenditures Narrative (Excel) – BA-2 and 3
- Indirect Cost Plan, if applicable

4. Electronic Version of RFP

- Sent by email to [John.Beck@dshs.wa.gov](mailto:John.Beck@dshs.wa.gov) or enclosed with proposal on CD