**ATTACHMENT B – COVER SHEET/CHECKLIST**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organization/ Legal Name: | | |  | | | | | | | | | | | | |
| Contact Person: | | |  | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | |
| City: | | |  | | | | | State: |  | | | | Zip Code: | |  |
| Phone: | | |  | | Fax: |  | | | | Email: | |  | | | |
| Proposed Budget Amount (per year): | | | | **Antioch**  $ | | | **Bay Point**  $ | | | | **Monument**  $ | | | **West County**  $ | |
| Federal Tax Identification Number: | | | |  | | | | | | | | | | | |
| A complete qualification/proposal has no more than **10 double-sided pages with 1.5 line spacing, 12pt font, and 8.5 x 11 inch paper with 1-inch margins plus any required** **Attachments** and additional information as listed below: | | | | | | | | | | | | | | | |
| 1. |  | Submit Letter of Intent **(Attachment A)** LOI to the Commission no later than **Monday, August 28, 2017 by 5:00 p.m.** | | | | | | | | | | | | | |
| 2. |  | Cover Letter/Checklist **(Attachment B)** – The cover letter must be signed by an officer authorized to bind the proposing organization. | | | | | | | | | | | | | |
| 3. |  | References listing three funding references **(Attachment C)** | | | | | | | | | | | | | |
| 4. |  | List current Board of Directors **(Attachment D)** | | | | | | | | | | | | | |
| 5. |  | List Primary Sources of Contract and Grant Support for the last 3 years **(Attachment E)** | | | | | | | | | | | | | |
| 6. |  | Fiscal Questionnaire **(Attachment F)** | | | | | | | | | | | | | |
| 7. |  | Budget and Budget Narrative (Commission forms required) **(Attachment G)** | | | | | | | | | | | | | |
| 8. |  | Supplemental Questionnaire **(Attachment H)** | | | | | | | | | | | | | |
| 9. |  | Complete Perpetual Calendar template **(Attachment I)** | | | | | | | | | | | | | |
| 10. |  | Copy of the current Agency annual budget FY 17/18 | | | | | | | | | | | | | |
| 11. |  | Provide a copy of any federal, state or county licenses or certifications held by the agency (Non-Profit IRS letter, Tax Identification Number documentation, etc.). | | | | | | | | | | | | | |
| 12. |  | Copies of the agency’s **three most recent annual audits** conducted by an outside accounting firm within the last three **Only one set of audits are required for each RFQ submitted**. | | | | | | | | | | | | | |
| 13. |  | Sample Contract – used to contract with agencies for services | | | | | | | | | | | | | |
| 14. |  | Resumes – for persons who will be the core team for this project. | | | | | | | | | | | | | |

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|  |  |  | | |
| Name: |  | Title: | | |
|  | | |  |  |
| AUTHORIZED SIGNATURE: | | |  | Date: |