

**PROPOSAL CHECKLIST**

This checklist includes the items that must be submitted in the proposal and in the order outlined below. This checklist is to ensure that a complete proposal is submitted. Complete the checklist and submit it as the first item.

	Proposal Checklist (Exhibit A)
	Proposal Cover Sheet (Exhibit B)
	Table of Contents
	Proposal Narrative Section 1 – Applicant Profile and Qualifications Section 2 – Personnel Section 3 – Project Description and Scope of Work Section 4 – Budget Proposal
	Budget (Exhibit C)

**APPENDIX**

	Job Descriptions
	Organizational Chart
	Statement of Non-discrimination Compliance (Exhibit D)
	Proof of Non-profit Status
	Smoke-Free Environment Statement (Exhibit E)
	As applicable, copies of all permits, employee licenses or business, state and/or clinic licenses needed for the prospective contractor to perform the proposed services.
	Additional documents (e.g., Gantt chart, letters of support)