Proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTACHMENT 10

PROPOSAL SUBMISSION REMINDER CHECKLIST

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| --- |
| **Please ensure that the following items are included in your proposal:**  **Technical Proposal Items**  Title Page  Description of Services to be Provided  Competency & Experience Requirements  Resumé(s)  Method for Improving Child Welfare Outcomes  **Certifications, Attachments & Other Items**  Attachment 3: Acceptance of Terms & Conditions  Attachment 5: Payee Data Record Form  Attachment 6: Darfur Certification  Attachment 7: General Certifications Form  Attachment 8: Statement of Financial Capability  Attachment 9: Proposed Caseload and Business Designation  Attachment 10: Proposal Submission Reminder Checklist  Business License, Professional Certifications, Other Credentials  Proof of Financial Solvency or Stability  **Cost Proposal Elements**  Completed Budget Template in Excel (soft copy)  Printed Budget (hard copy)  Budget Justification Narrative |