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

ATTACHMENT 10

PROPOSAL SUBMISSION REMINDER CHECKLIST

|  |
| --- |
| **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  |