

ATTACHMENT 1

Application Organization and Required Document Checklist

A complete application package must consist of the items identified below. Complete this checklist to confirm the items are included in your application. Place a check mark or "X" next to each item that you are submitting to the State. For your application to be responsive, **all required documents listed below must be returned with bid**. This checklist must also be returned with your bid package.

Name/Description

- Required Attachment Check List (Attachment 1)
- Cover Sheet (Attachment 2) signed by authorized representative
- Work Plan (maximum of 20 pages)
- Work Plan Budget
- Proof of insurance coverage
- Two Letters of Support
- Staff resumes or Duty Statements for key personnel or position identified who will provide RFA related duties during the grant period