

APPENDIX B

CHECK LIST FOR PROCUREMENT PROPOSAL SUBMISSION

Check List for Procurement Proposal Submission

This form should be turned in with your proposal package. The form should be located behind your proposal package letter and should be signed and dated.

I. Certification and Organizational Information

(This section should be completed by EVERY agency submitting a proposal)

- 6.1 Proposal Package Cover Letter (Form)
- 6.2 Certification (Form)
- 6.3 Contract Terms and Conditions (Form)
- 6.4 Non-Collusion (Form)
- 6.5 Proposed Services and Price (Form)
- 6.6 Executive Summary
- 6.7 Organizational Capacity
 - Organizational Chart
 - List of Board of Directors, identify officers
 - Resumes of key personnel
 - written procedures for Grant Related Income/Cost Share funds
 - 3-6 business references
 - 3 letter of support
- 6.8 Financial Management and Strength
 - Award letter(s) for additional funding sources
 - Most recent audit/financial statement
- 6.9 Quality Management

II. Information to Submit Service Specific Requirements

(This section should be completed only the services for which you are submitting a proposal)

Group Dining Services (GD)

- 7.3 GDS Staffing
- 7.4 GDS Experience
- 7.5 GDS Service Delivery Plan

- 7.6 GDS Community Involvement/Expansion of Services

Evidence Based Health Promotion (HP)

- 7.10 HP Staffing
- 7.11 HP Experience
- 7.12 HP Service Delivery Plan
- 7.13 HP Community Involvement/Expansion of Services

Home Delivered Meals (HDM)

- 7.16 HDM Staffing
- 7.17 HDM Experience
- 7.18 HDM Service Delivery Plan
- 7.19 HDM Community Involvement/Expansion of Services

Home Care (Level 1 and 2)

- 7.22 HC Staffing
- 7.23 HC Experience
- 7.24 HC Service Delivery Plan
- 7.25 HC Community Involvement/Expansion of Services

Transportation (TRN)

- 7.28 TRN Staffing
- 7.29 TRN Experience
- 7.30 TRN Service Delivery Plan
- 7.31 TRN Community Involvement/Expansion of Service

III. Budget Information

- 8.1 Budget and Unit Cost Calculation Spreadsheet
- 8.3 Price Proposal Spreadsheet (Form)
- 8.4 Cost Share

Name of Agency		
Authorized Signatory Authority		
Date		