

## ATTACHMENT 5

### REQUEST FOR PROPOSAL CHECKLIST

To assist you in completing your proposal, you may find it useful to use the following checklist to ensure that you have all documents required and that your organization qualifies to contract with Snohomish County.

#### 1. Original proposal must include:

- Attachment 1: Request for Proposal Face sheet with original or electronic signature of authorizing official of proposing organization
- Attachment 2: Technical Section (FCSP), if proposing KCSP, Technical Section (KCSP)
- Attachment 3: Management Section (FCSP), if proposing KCSP, Technical Section (KCSP)
- Attachment 4: Proposal Budget Worksheet (FCSP), if proposing KCSP, Proposal Budget Worksheet (KCSP)

#### 2. RFP candidates are required to provide the following items with their proposal:

##### Not-for-profit agencies must include the following:

- Articles of incorporation
- Bylaws
- Board roster
- Evidence of not-for-profit status
- Employer Identification Number- E.I.N.
- Most recent financial audit with management letter
- Letters supporting collaboration efforts if applicable

##### For-profit agencies must include the following:

- Articles of incorporation
- Business license
- Most recent financial audit with management letter
- Letters supporting collaboration efforts (the original letters with original signatures)
- Employer Identification Number- E.I.N.