**Appendix E**

**Minimum Criteria for Submission Checklist**

**RFP Number: LAB 18 001-Pre-Apprenticeship**

To aid the proposer and staff the following is a checklist of items that must be contained in the submitted proposal in order for the proposal to be considered:

|  |  |  |
| --- | --- | --- |
| **Item** |  | Completed/Submitted |
| Proposal submitted by deadline |  |  |
| Proposal submitted is completed on Template Provided (Appendix D) including ***live signature*** and all required Attachments |  |  |
| Letter(s) of Support from Registered Sponsor Included |  |  |
| Letter(s) of Support or Formalized Agreement with Related Instruction Provider Included |  |  |
| Outline of Curriculum Provided |  |  |
| Delaware Business License or Documentation of 501(c)(3) status, if applicable  |  |  |