**Minimum Criteria for Submission Checklist**

**Adult Blue Collar Programs**

**RFP # LAB 20 001-ADULTTRNG**

To aid the proposer and staff, the following is a checklist of items that should be contained in the submitted proposal.

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

Proposed Program (Training Area): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| **Item** |  | **Completed/Submitted** |
| Attended Pre-Bid Meeting |  |  |
| Proposal submitted by deadline |  |  |
| Proposed Training Leads to an In-Demand Occupation or Supporting Documentation Present |  |  |
| Proposal submitted is completed on Template Provided including ***live signature*** |  |  |
| Attachment 1 – Non Collusion Statement |  |  |
| Attachment 2 – Exception Form |  |  |
| Attachment 3 – Confidential Information Form |  |  |
| Attachment 4 – Business Reference Form |  |  |
| Attachment 5 – Subcontractor Information Form (if applicable)-lack of this will not disqualify proposal. |  |  |
| Attachment 6 – Milestones |  |  |
| Attachment 7 – Budget |  |  |
| Copy Of Business License/ Proof of Non-Profit Status (Non-public entities only). |  |  |
| If applying for Workforce Preparation only-must be Non-Profit or Public Entity and documentation with Proposal. |  |  |
| If applying for Occupational Skills Training must be an Institution of Higher Education / Approved Private Business and Trade School by the Department Of Education and documentation with Proposal. |  |  |