**Minimum Criteria for Submission Checklist**

**RFP # LAB 20 001-OneStopOp**

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

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

Program(s) Proposed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Item** |  | **Completed/Submitted** |
| Proposal submitted by deadline |  |  |
| Proposal submitted is completed on Template Provided in Appendix B and includes completed copies of the following 5 required forms. |  |  |
| Attachment B-1 – Non-Collusion Statement |  |  |
| Attachment B-2 – Exception Form |  |  |
| Attachment B-3 – Confidential Information Form |  |  |
| Attachment B-4 – Business Reference Form |  |  |
| Attachment B-5 – Subcontractor Information Form (if applicable)-lack of this will not disqualify proposal. |  |  |
| Business license or Proof of Non-Profit Status |  |  |
| Recent Fiscal Audit if proposer has not contracted with DWDB or DET within past 3 years. |  |  |