**Minimum Criteria for Submission Checklist**

**RFP # LAB 20 101-Youth\_Employment**

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

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

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| --- | --- | --- |
| **Item** |  | **Completed/Submitted** |
| Proposal submitted by deadline |  |  |
| 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 – Budget (one per geographic area and per year) |  |  |
| Proof of Non-Profit Status (Non-public entities only). |  |  |