

ATTACHMENT A
Proposal Application Checklist

Proposal Application Checklist

Applicant: _____

RFP No. 460-08-03

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

| Item | Reference in RFP | Format/Instructions Provided | Required by Purchasing Agency | Completed by Applicant |
|--|--------------------|--|-------------------------------|------------------------|
| General: | | | | |
| Proposal Application Identification Form (SPO-H-200) | Section 1, RFP | SPO Website* | X | |
| Proposal Application Checklist | Section 1, RFP | Attachment A | X | |
| Table of Contents | Section 5, RFP | Section 5, RFP | X | |
| Proposal Application (SPO-H-200A) | Section 3, RFP | SPO Website* | X | |
| Tax Clearance Certificate (Form A-6) | Section 1, RFP | Dept. of Taxation Website (Link on SPO website)* | Upon Award | |
| Cost Proposal (Budget) | | | X | |
| SPO-H-205 | Section 3, RFP | SPO Website* | X | |
| SPO-H-205A | Section 3, RFP | SPO Website | X | |
| SPO-H-205B | Section 3, RFP, | SPO Website* | X | |
| SPO-H-206A | Section 3, RFP | SPO Website* | X | |
| SPO-H-206B | Section 3, RFP | SPO Website* | X | |
| SPO-H-206C | Section 3, RFP | SPO Website* | X | |
| SPO-H-206D | Section 3, RFP | SPO Website* | X | |
| SPO-H-206E | Section 3, RFP | SPO Website* | X | |
| SPO-H-206F | Section 3, RFP | SPO Website* | X | |
| SPO-H-206G | Section 3, RFP | SPO Website* | X | |
| SPO-H-206H | Section 3, RFP | SPO Website* | X | |
| SPO-H-206I | Section 3, RFP | SPO Website* | X | |
| SPO-H-206J | Section 3, RFP | SPO Website* | | |
| Rate & Cost Worksheet (unit cost) | Section 3, RFP | Section 5, RFP | X | |
| Federal Certifications | | | | |
| Debarment & Suspension | Section 2, RFP | Section 5, RFP | X | |
| Drug Free Workplace | Section 2, RFP | Section 5, RFP | X | |
| Lobbying | Section 2, RFP | Section 5, RFP | X | |
| Program Fraud Civil Remedies Act | Section 2, RFP | Section 5, RFP | X | |
| Environmental Tobacco Smoke | Section 2, RFP | Section 5, RFP | X | |
| Program Specific Requirements: | | | | |
| Policy and Procedures | Section 2, RFP | Section 5, RFP | X | |
| CAMHD Geographic Coverage Form | Section 2, RFP | Section 5, RFP | X | |
| Evaluation Guide | Section 2 & 4, RFP | Section 5, RFP | X | |

Authorized Signature

Date