

Sample

Organization: _____
RFP HTH 460-12-01

Attachment B

Sample Proposal Application Table of Contents

Sample

**Proposal Application
Table of Contents**

- I. Program Overview.....1**
- II. Experience and Capability1**
 - A. Necessary Skills2
 - B. Experience.....4
 - C. Quality Assurance and Evaluation.....5
 - D. Coordination of Services.....6
 - E. Facilities6
- III. Project Organization and Staffing7**
 - A. Staffing.....7
 - 1. Proposed Staffing.....7
 - 2. Staff Qualifications9
 - B. Project Organization10
 - 1. Supervision and Training.....10
 - 2. Organization Chart (Program & Organization-wide)
(See Attachments for Organization Charts)
- IV. Service Delivery.....12**
- V. Financial.....20**

See Attachments for Cost Proposal

 - 1. Accounting System
 - 2. MIS System
- VI. Litigation.....20**
- VII. Attachments**
 - A. Cost Proposal
 - SPO-H-205 Proposal Budget
 - SPO-H-206A Budget Justification - Personnel: Salaries & Wages
 - SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits
 - SPO-H-206C Budget Justification - Travel: Interisland
 - SPO-H-206E Budget Justification - Contractual Services – Administrative
 - CAMHD Unit Cost and Rate Summary Worksheet
 - B. Other Financial Related Materials
 - Financial Audit & Management Letter for fiscal year ended June 30, 2006
 - Flow Chart of Agency Accounting Cycle
 - Organizational Chart of Accounting Staff
 - C. Organization Chart
 - Program
 - Organization-wide
 - D. Resumes of Key Staff

Organization: _____
RFP HTH 460-12-01

- E.** Performance and Output Measurement Tables
- F.** Policy and Procedures
- G.** National Accreditation
- H.** Facility Licensure (as applicable)
- I.** Federal Certifications
- J.** Program Monitoring & Performance Review Reports and Corrective Actions (2003 to current)
- K.** Program Specific Requirements
 - 1. Evaluation Guide