

Form A Proposal Checklist

- Proposal Checklist (Form A)**
- Proposal Cover Sheet (Form B), with signatures**
- Exceptions to RFP**
The Bidder must insure the exceptions are clearly labeled and easily removed.
- Program Narrative**
The program narrative should detail the Bidder's plan of service delivery by answering questions laid out in the RFP.
- Budget Forms (Form C), with budget narrative**
- Past Performance (Form D)**
- Organization Reference Chart (Form E)**
- Conflict of Interest Form (Form F)**
The Bidder must disclose all relationships with any member of the WorkLink WDB or WDB Staff.
- Proposal Rating Sheet (Form G)**
- Resumes and Qualifications of Staff**
- Subcontractor Description, includes cost and services provided**
- Compliance Documents**
- Memoranda of Agreements or Understandings with Partners**