

Calhoun Intermediate School District
Prisoner Reentry Employment Readiness
PROPOSAL CHECKLIST

This checklist is to be used as a tool to ensure that you have included everything in your proposal application packet. This document IS REQUIRED as part of the packet submitted by October 21, 2011.

- 1. Program Summary page used as cover page to proposal
- 2. No ornate bindings, notebooks or promotional materials included
- 3. The original, signed proposal **AND** four (4) **complete** copies, with all necessary signatures AND an electronic copy in Microsoft Word format (either on CD/DVD or flash drive)
- 4. Includes responses to all questions listed in RFP Application
- 5. Includes one Program Work Plan per year.
- 6. Includes Job Descriptions for all proposed program staff including all details listed in the RFP Application.
- 7. Includes Budget per year.
- 8. Includes verification of payment of payroll/social security taxes for the last quarter
- 9. Includes Proof for Financial Liability form (one for each organization if a collaborative proposal)
- 10. Includes a Section II – Organizational Background/Capabilities section. (If a collaborative proposal, each organization must provide this)
- 11. As applicable, includes documentation and information requested in Section II, #5 of Program Application
- 12. As applicable, includes copy of agency's most recent annual financial audit
- 13. Includes one copy of this checklist which is signed by the person completing it

Signature of Person Completing This Checklist: _____