**ATTACHMENT A**

**PROPOSAL COVER SHEET**

**FOR**

**OPERATING THE ONE-STOP CENTER, PROVIDING BUSINESS SERVICES AND PROVIDING CAREER SERVICES TO ADULTS AND DISLOCATED WORKERS**

**RFP No: SWORWIB-2018-2019-OS0**

**Name of Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Remittance Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Please Print or type)***

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional person(s) authorized to negotiate on behalf of the Bidder:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***(Please Print)***

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Total Cost for Initial Term (2 years)****July 1, 2019-June 30, 2021** | **Total Cost for 1st Renewal Term (1 year)** **July 1, 2021-June 30, 2022** | **Total Cost for 2nd Renewal Term** **(1 year)****July 1, 2022-June 30, 2023** |
| **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Certification: I hereby certify the information and data contained in this proposal are true and correct. The Provider governing body has authorized this application and document.**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Signature – Authorized Representative** |  **Title** | **Date** |
|  |  |  |
|  **Signature – Fiscal Representative** |  **Title** | **Date** |
|  |  |  |

**RFP Submission Checklist**

Pursuant to the RFP, the following items are to be included in your proposal in order for it to be deemed qualified. Please indicate that the items are included by checking the corresponding column.

|  |  |
| --- | --- |
| **Action Required** | **Check if Completed** |
| Did you register for the RFP process? |  |
| Proposal submitted between 8AM and 11AM on FEBRUARY 1, 2019 |  |
| Did you include all the Contact Information on the Cover Sheet? |  |
| Did you include the Unit Rate for the Initial Term on the Cover Sheet? |  |
| Did you include the Unit Rate for the First Renewal Period on the Cover Sheet? |  |
| Did you include the Unit Rate for the Second Renewal Term on the Cover Sheet? |  |
| Did you sign the Cover Sheet? |  |
| Is a response to each Program Component included? |  |
| Is a response to each System and Fiscal Administration Component included? |  |
| Is a Budget for the Initial Term completed along with a calculation of the unit cost? |  |
| Is a Budget for the First Renewal Period completed along with a calculation of the unit cost? |  |
| Is a Budget for the Second Renewal Period completed along with a calculation of the unit cost? |  |
| Is Customer Reference Letter #1 enclosed or is there a written explanation why a reference is not included? |  |
| Is Customer Reference Letter #2 enclosed or is there a written explanation why a reference is not included? |  |
| Is Customer Reference Letter #3 enclosed or is there a written explanation why a reference is not included? |  |
| Are all Personnel Qualifications enclosed? |  |