**REQUEST FOR PROPOSAL FWBP-CHC-26-004**

**Attachment I – Wrap Around Child Care Program**

**Checklist**

**Issuing Officer:** Melanie Mathes

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| **This attachment is a tool to assist bidders with ensuring all documents are included with Bid Proposal submission. You do not need to return this attachment with your Bid Proposal.** |
| 1. **Bidder Proposal includes the following attachment behind Tab 1:**

[ ]  **Transmittal Letter** |
| 1. **Bidder Proposal includes the following behind Tab 2:**

[ ]  **Table of Contents** |
| 1. **Bidder Proposal includes the following Attachments behind Tab 3:**[ ]  **Attachment A: Release of Information** (signed)[ ]  **Attachment B: Primary Bidder Detail & Certification Form** (completed/signed)

**[ ]  Attachment C: Subcontractor Disclosure Form** (completed/signed, if applicable)**[ ]  Attachment E: Certification and Disclosure Regarding Lobbying** (completed/signed) |
| 1. **Bidder Proposal includes Attachment H: Wrap Around Child Care Application that includes the following Bidder Organization Packet forms behind Tab 4:**

[ ]  **Form 1: Minority Impact Statement** (completed/signed)[ ]  **Form 2: Table of Organization for Overall Operations** (from bidder organization-for the evaluation committee to understand the organization)[ ]  **Form 3: Table of Organization Specific to RFP** (for the evaluation committee to understand the proposal)[ ]  **Form 4:** **Family Eligibility Form** (from bidder organization)[ ]  **Form 5:** **Wrap Around Child Care Program Organization Details** (completed)**Service Location Group Packet Includes the following forms for each Service Location Group behind Tab 4:**[ ]  **Form 6:** **Service Location Group Identification Form**[ ]  **Form 7:** **Service Location Group Questionnaire** [ ]  **Form 8:** **Service Location Group Schedule**[ ]  **Form 9:** **Service Location Group Details** (All items below for each Service Location/Facility)[ ]  **Subcontractor Detail Form**[ ]  **Subcontractor Disclosure Form** |
| 1. [ ]  **Submit a digital copy of Proposal and all Attachments & Forms on one (1) flash drive**
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| 1. [ ]  **If requesting confidential treatment of the Bid Proposal, see the box titled Request for Confidential Treatment, RFP Section 3.1, and submit the required documents.**
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| **The following documents are NOT returned with the Proposal. Instructions below indicate if a particular form applies at another stage in the process.**  |
| 1. **Attachment D:** **Additional Certifications** – *For review only.* Signing of Attachment B indicates that the Bidder has reviewed Additional Certifications.
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| 1. **Attachment F: Notice of Intent to Bid –** Submitting is not mandatory; however, the Agency will only respond to written questions about the RFP submitted by Bidders who have expressed their intent to bid. Due date for submission of Attachment F: November 7, 2024, 2 PM. Submit electronically to the Issuing Officer as a Bidder’s intent to apply.
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| 1. **Attachment G: Bidder Q&A Form.** Due date is November 7, 2024, 2 PM. Submit electronically to the Issuing Officer.
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| 1. **Attachment I: Wrap Around Child Care Program Checklist**
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| 1. **Evidence of compliance with Contractor Eligibility Requirements.** Provide after acceptance of the Proposal as part of contract negotiation.
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| 1. **Budget.** Will be requested after acceptance of the Proposal.
* Provide Federal Indirect Costs Agreement at time of budget submission, if applicable.
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