

Proposer's Name: _____

PROPOSAL CHECKLIST

Follow this sequence in presenting your proposal with the checklist as the Table of Contents.
Proposals must be ordered as indicated on this form.

TABLE OF CONTENTS

PROPOSAL DOCUMENTS	PAGE NUMBER
Cover Letter (on letterhead)	
Table of Contents / Proposal Checklist (Attachment 1)	
Board Resolution (if applicable)	
Housing Management Information System (if applicable)	
Narrative 1: Qualifications of Proposer	
Narrative 2: Quality of Proposed Business Solution	
- System Diagrams	
- Copy of Service Level Agreement	
Narrative 3: Features of Proposed Solution	
- Demo	
Narrative 4: Proposed Costs	
- Attachment 10: Deliverable and Costs Worksheet	
Central Coordinating Agency (if applicable)	
Narrative 1: Organizational Capacity and Demonstrated Effectiveness	
Narrative 2: Program Plan and Implementation	
- Organizational Chart	
Narrative 3: Proposed Budget	
- Budget Forms 1-6	

- Budget Form 4A	
- Attachment 11: Documentation of Financial Support	
- Audited Financial Statements	
Narrative 4: Past Performance and References	
- Attachment 12: Proposer Organization Reference Form	
STATEMENTS REQUIRED WITH THE PROPOSAL	
Contractor Responsibility Ordinance Questionnaire	
Contractor Responsibility Ordinance Pledge of Compliance	
Bidder Certification CEC Form 50	
Prohibited Contributors (Bidders) Certification CEC Form 55	
Equal Benefits Ordinance Compliance/First Source Hiring Ordinance Compliance Affidavits	Submit Online
Disclosure Ordinances Affidavit (Slavery Disclosure Ordinance, Disclosure of Border Wall Contracting Ordinance)	Submit Online
Living Wage Ordinance Statutory Exemptions (Attachment 3) (Submit only if applicable)	
Proposer Workforce Information/Non-Collusion Affidavit (Attachment 4)	
Business Services Implementation Plan Collaborator Agreements (Attachment 5)	
List of Subcontractors (Submit only if applicable)	
Iran Contracting Act of 2010 Compliance Affidavit (Attachment 7) (<i>Note: This requirement is only applicable for contracts estimated at \$1M or more.</i>)	
CONTRACT EXECUTION AND OTHER CITY ADMINISTRATIVE REQUIREMENTS	
Insurance Certificates	
Secretary of State Documentation	
Corporate Documents (see Attachment 8)	
City Business License Number	
Request for Taxpayer Identification Number (Form W-9)	
Nonprofit Status Documentation	
Certifications (If applicable)	

Los Angeles Housing Department
HOPWA Housing Management Information System and Central Coordinating Agency RFP

Child Support Obligations (see Attachment 9)	
Nonresident/Foreign Tax Withholding form (If applicable)	