



2018-2019 RFP

Submission Checklist

Please use this checklist to make sure you have included all required documents with your RFP submission.

- Proposal Application with original signatures
- Budget Proposal
 - Budget Worksheet (one worksheet for each curriculum model proposed)
 - Budget Narrative (one narrative for each curriculum model proposed)
- Statement of Assurances with original signatures
- Memorandum of Understanding (Required by PLTI, PSEE and PEP)
- IRS Letter of Determination of nonprofit status
- A copy of a fully executed W-9 (If the organization has a fiduciary, the fiduciary's W-9 is required).
- Proposal submission package includes 1 original copy of everything listed above