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| PROPOSAL COMPLIANCE CHECKLIST |

**It is the bidder’s responsibility to make sure that all the required elements and forms are included in the proposal. Proposals that do not include the required forms and attachments will be automatically disqualified from consideration. No exceptions will be granted.**

**If you have any questions about the requirements or feel that special circumstances apply to your proposal, please submit your question in writing to the WDC. You may submit questions to: operations@seakingwdc.org. Please include “RFP 23-01” in the subject of the email. Questions submitted by 12:00 p.m. (PDT) each Friday during this period will be answered the following Monday.**

**For each proposal submitted, include the following:**

* RFP No. 23-01 Proposal Cover Sheet
* Signed Statement of Compliance Form
* Each of the following either in one document or as separate documents:

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| * Proposal Narrative Response, with attached:
 | (12 pages maximum) |
| * + Organizational Histories (for Consortia only)
 | (2 pages maximum) |
| * Planned Outcomes Form
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| * Planned Outcomes Narrative
 | (1 page maximum) |
| * Budget Narrative
 | (2 pages maximum) |
| * Budget and Cost Proposal Form
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| * + Provide evidence of lead organization’s/fiscal agent’s past fiscal performance/compliance derived from the last two year audited financial statement and monitoring reports of the organization. Audits are required for any non-federal entity that expends $750,000 or more in federal awards during their fiscal year (single or program-specific audit). For bidders whose fiscal agent does not meet this threshold, please provide the fiscal agent’s most recent financial statements (Statement of Revenue and Expenses, Balance Sheet) with documentation of approval by the organization’s Board of Directors.
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| * + A copy of current liability insurance. If applying as a consortium, provide a copy of insurance liability for all partners.
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