

# ATTACHMENT A

## Proposal Submittal Form

**INSTRUCTIONS: Applicants must complete and submit this Proposal Submittal Form signed and dated by the agency's Authorizing Official.**

<b>Section 1: Organization Information</b>	
Applicant's Legal Entity Name:	
Business Name (DBA), if applicable:	
Year Established:	Annual Operating Budget (current fiscal year):
Website URL:	
Address 1:	
Address 2:	
City, State & Zip Code:	

<b>Section 2: Point of Contact</b>
Contact Person for this Proposal:
Title:
Contact Phone:
Contact Email:

<b>Section 4: Proposal Information</b>
Total Proposed Budget \$
Please confirm the following required elements have been included as part of your proposal:  Proposal Narrative including: <ul style="list-style-type: none"><li>• Qualifications &amp; Experience</li><li>• Proposed Approach</li></ul> Project Workplan  Proposed Budget and Payment Schedule

Key Personnel  
Sample Work Products  
References  
IRS Form W-9

**Section 5: Certifications**

I, as an authorized representative of this applicant organization, have read this application and confirm the accuracy of the representations made herein. I also confirm the organization meets the eligibility criteria, as set forth in the request for proposal (RFP) and is fully able and willing to carry out the terms of the project.

Signature of Authorizing Official

Date

Printed Name and Title