



# 2016-2017 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