

Proposal Review Checklist

Due: Friday, September 9, 2016 by 12:00PM

All responses to this Request for Proposal (RFP) must include all the items listed below and detailed in the RFP. All items should be completed and returned as part of the 2017 Program Year Proposal.

Proposal Requirements:

- Letter of Intent (due August 12, 2016 by 3:00 p.m.)
- Proposal Cover Page and Proposal Requirements – (limit 8 pages)
- Evaluation Factors (limit 8 pages)
- Resumes of Key Personnel (personal information deleted)
- Proposed Performance Goals (template provided)
- Narrative providing the rationale for the annual proposed performance goals
- Proposed Cost Share Budget Information Worksheet (CSBIW) (template provided)
- Proposed 2017 State Base Year Budget (template provided)
- Budget Justification Document
- Certification of Cost Matching Funds (template provided)
- Third-Party Letter of Commitment (template provided)
- Certificate of Eligibility (template provided)
- Representation for Tax Liability and Felony Violations – **NEW** (template provided)
- Supporting Documentation of in-kind contributions
- Indirect Cost Rate Agreement (if applicable) from the cognizant Federal Agency
- Procurement Technical Assistance Center (PTAC) Personnel Detail (template provided)
- Organizational chart showing Procurement Technical Assistance Center's placement within the host organization and lines of reporting for the Program Manager to the head of the organization. (Identify positions as opposed to individuals holding those positions)
- Copy of host organizations latest audit conducted in accordance with OMB Circular A-133

The following documents are provided:

- Procurement Technical Assistance Centers (PTAC) Request for Proposals (RFP)
- Certificate of Eligibility Form
- Certification of Cost Matching Funds Form
- Third-Party Letter of Commitment Form
- Section B of the SF 424A Form
- SF424A (Section B of the SF 424A) Instructions
- Procurement Technical Assistance Center (PTAC) Personnel Detail Form
- State Budget Template (template attached to RFP)
- Proposed Performance Goals (DLA Form 1806)
- Cost Share Budget Information Worksheet (CSBIW)
- Link to the Funding Opportunity Announcement "SCAA" (issued May 6, 2016)
 - <http://www.dla.mil/HQ/SmallBusiness/PTAP/SCAA.aspx>