

**Los Angeles County OSO for AJCC RFP**  
**PROPOSAL PACKAGE CHECKLIST - REVISED**

**Minimum Mandatory Qualifications Submission**

- Checklist (this document)
- Cover Page (as described in RFP Subsection 7.8.1.1)
- Table of Contents (as described in RFP Subsection 7.8.1.2)
- Section A – Proposer’s Organization (RFP 7.8.1.3): submit all information as detailed in RFP Subsection 7.8.1.3:
  - Appendix D, Exhibit 1, Proposer’s Organization Questionnaire/Affidavit
  - Documentation for Corporations, LLCs and Limited Partnerships, as applicable (refer to RFP Subsection 7.8.1.3.1)
  - Support Documentation for Corporations and LLCs, as applicable (refer to RFP Subsection 7.8.1.3.2)
  - Support Documentation for Limited Partnerships, as applicable (refer to RFP Subsection 7.8.1.3.3)
  - DUNS Number (as described in RFP Subsection 7.8.1.3.4)
  - Board of Director’s Authorizations Warranty (submit information as described in RFP Subsection 7.8.1.3.5)
- Section B – Proposer’s Background and Experience: provide written summary as described in RFP Subsection 7.8.2
- Section C – Proposer’s Financial Capability – provide financial document information as described in RFP Subsection 7.8.3

**Business Proposal Format**

- Cover Page (as described in RFP Subsection 7.9.2)
- Table of Contents (as described in RFP Subsection 7.9.3)

- Section A – Executive Summary (as described in RFP Subsection 7.9.4)
- Section B – Proposer’s Qualifications (as described RFP Subsection 7.9.5)
  - Section B.1 – Proposer’s References (RFP 7.9.5.1 and 7.9.10.2) (Appendix D – Required Forms, and Appendix D-1, Unique Forms)
    - Appendix D, Exhibit 2 – Prospective Contractor References
    - Appendix D, Exhibit 3 – Prospective Contractor List of Contracts
    - Appendix D, Exhibit 4 – Prospective Contractor List of Terminated Contracts
    - Appendix D-1, Exhibit 1 – Proposer’s Experience Verification Form: this form is to be completed by Proposer and previously contracted agencies listed on Exhibit 3, Prospective Contractor List of Contracts, and sent to CSS PRIOR to Proposal submission deadline of November 14, 2016. Refer to RFP Subsection 7.9.10.2.**
  - Section B.2 – Pending Litigation and Judgements (RFP 7.9.5.2.)
- Section C – Proposer’s Approach to Provide Required Services (RFP 7.9.6)

**FOR SECTION C, CHECK APPROPRIATE BOX FOR THIS PROPOSAL:**

- OSO Comprehensive AJCC Proposer Questions: include narrative answering all questions in RFP Subsection 7.9.6.4
- Youth@Work Questions: include narrative answering all questions in RFP Subsection 7.9.6.5
- Veteran’s AJCC Questions: include narrative answering all questions in RFP Subsection 7.9.6.6
- WIOA Rapid Response Questions: include narrative answering all questions in RFP Subsection 7.9.6.7
- SCSEP Questions: include narrative answering all questions in RFP Subsection 7.9.6.8
- Santa Clarita OSO AJCC/Jail Based Affiliate Questions: include narrative answering all questions in RFP Subsection 7.9.6.9
- Section D – Proposer’s Quality Control Plan: include narrative addressing the requested information in Section D of the RFP (RFP 7.9.7)

- Section E – Proposer’s Green Initiatives: include narrative addressing the requested information in Section G of the RFP (7.9.8)
- Section F – Acceptance of/Exceptions to Statement of Work Requirements and Sample Contract, Terms and Conditions: include narrative addressing the requested information in Section F of the RFP (7.9.9)
- Section G – Business Proposal Required Forms: include the following forms from Appendix D, Required Forms, completed and signed as required on each form:
  - Appendix D, Exhibit 1 – Proposer’s Organization Questionnaire/Affidavit
  - Appendix D, Exhibit 2 – Prospective Contractor References
  - Appendix D, Exhibit 3 – Prospective Contractor List of Contracts
  - Appendix D, Exhibit 4 – Prospective Contractor List of Terminated Contracts
  - Appendix D, Exhibit 5 – Certification of No Conflict of Interest
  - Appendix D, Exhibit 6 – Familiarity with the County Lobbyist Ordinance Certification
  - Appendix D, Exhibit 7 – Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form
  - Appendix D, Exhibit 8 – Proposer’s Equal Employment Opportunity Certification
  - Appendix D, Exhibit 9 – Attestation of Willingness to Consider GAIN/GROW Participants
  - Appendix D, Exhibit 10 – Contractor Employee Jury Service Program Certification Form and Application for Exception
  - Appendix D, Exhibit 11 – Certification of Independent Price Determination and Acknowledgement of RFP Restrictions
  - Appendix D, Exhibit 12 – Charitable Contributions Certification
  - Appendix D, Exhibit 13 – Transition Job Opportunities Preference Application
  - Appendix D, Exhibit 14 – Certification of Compliance with the County’s Defaulted Property Tax Reduction Program
  - Appendix D, Exhibit 15 – Request for Disabled Veteran Business Enterprise Preference Program Consideration

- Include copies of the following documentation:
  - Organization Chart
  - Board of Directors' Roster
  - Federal Tax-Exempt Status
  - Business License
  - By-Laws, City Charter, or Joint Powers Agreement
  - Articles of Incorporation
  - Proof of Insurance in compliance with Appendix C and C-1, Sample Contracts, Paragraph 8.25 (Insurance Coverage)
- Budget Proposal (RFP 7.10)
  - Appendix D-1, Unique Forms, Exhibit 2, Proposed Budget for LA County OSO for AJCC Funding: include all information as detailed in Subsection 7.10 of the RFP.
- Include one (1) original and five (5) copies of the RFP.
- Include five (5) thumb drives of the RFP in PDF format.