

AJCC Modernization RFP Submission Checklist

- Cover Page - RFP Section 7.6.1
- Table of Contents - RFP Section 7.6.2
- Proposer's Organization (Pass/Fail) - RFP Section 7.6.3
 - Appendix B, Required Forms, Exhibit 1, Proposers Organization Questionnaire/Affidavit satisfies above requirement(s)
- Required Support Documents for Corporations, Limited Liability Companies and Limited Partnerships **if applicable** (Pass/Fail) - RFP Section 7.6.4
- Board of Directors Authorization Warranty (Pass/Fail) - RFP Section 7.6.5
- Section A** Executive Summary and Background/Experience - RFP Section 7.6.6
- Section B** Proposer's Qualifications - RFP Section 7.6.7
 - Proposer's List of References - Appendix B, Required Form, Exhibit 8, Proposer's List of References
 - Proposer's Debarment History and List of Terminated Contracts - Appendix B, Required Forms, Exhibit 4, Proposer's Debarment History and List of Terminated Contracts
 - Proposer's Pending Litigation and Judgments
- Section C** Proposal Narrative: Proposer's Approach to Providing Required Services - RFP Section 7.6.8
 - Appendix B, Required Forms, Exhibit 11, AJCC RFP Questions
- Section D** Proposer's Quality Control Plan - RFP Section 7.6.9
- Section E** Acceptance of Terms and Conditions of Sample Subaward and/or Requirements of Statement of Work and Attachments (Pass/Fail) - RFP Section 7.6.10
- Section F** Business Proposal Required Forms and Corporate Documents - RFP Section 7.6.11

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Required Forms:

- Exhibit 1 - Proposer's Organization Questionnaire/Affidavit
- Exhibit 2 - Certification of Compliance
- Exhibit 3 - Request for Preference Consideration
- Exhibit 4 - Proposer's Debarment History and List of Terminated Contracts
- Exhibit 5 - Declaration
- Exhibit 6 - Community Business Enterprise (CBE) Information
- Exhibit 7 - Minimum Mandatory Requirements
- Exhibit 7A - Secondary Subrecipient Minimum Mandatory Requirements
- Exhibit 8 - Proposer's List of References
- Exhibit 9 - Cost Proposal - AJCC Proposed Budget
- Exhibit 10 - Notice of Intent to Submit Proposal (not required but preferred)



Corporate Documents:

- Organization Chart: The chart should include the staff whose time (any portion thereof) will be spent working on the Program Services and the percentage of time dedicated to the Work.
- Board of Directors' Roster
- Federal Tax-Exempt Status (if applicable)
- Business License
- By-Laws, City Charter, or Joint Powers Agreement
- Articles of Incorporation: Proposer shall also provide any amendments made to the articles of incorporation
- Insurance for Primary Proposer: Primary Proposer shall provide proof of its ability to procure and maintain insurance coverage at levels required in Appendix A, Sample Contract, Paragraph 8.25, Insurance Coverage; and
- Insurance for Secondary Subrecipient: Secondary Subrecipient applying as the CBO with the Primary Proposer shall adhere to Sub-section 2.4.17, Indemnification and Insurance of the RFP



Section G Financial Capability - RFP Section 7.6.12

- Cost Allocation Plan
- Copies of the company's most current and prior two (2) fiscal years financial statements



Cost Proposal

- Cost Proposal Cover Page - RFP Section 7.7.1
- Cost Proposal - RFP Section 7.7.2, or Appendix B, Required Forms, Exhibit 9 and Cost Proposal Narrative

**Proposals for the Los Angeles County America's Job Centers of CA Modernization RFP
DUE via email submission by JUNE 22, 2023 12:00 noon PDT to:**

Michael Yamashige, Administrative Services Manager III

Department of Economic Opportunity

DEO-PRO@opportunity.lacounty.gov