

**Proposer:** \_\_\_\_\_

**ATTACHMENT 10**  
**PROPOSAL SUBMISSION REMINDER CHECKLIST**

**Please ensure that the following items are included in your proposal:**

**Technical Proposal Items**

- Title Page
- Description of Services to be Provided
- Competency & Experience Requirements
- Resumé(s)
- Method for Improving Child Welfare Outcomes

**Certifications, Attachments & Other Items**

- Attachment 3: Acceptance of Terms & Conditions
- Attachment 5: Payee Data Record Form
- Attachment 6: Darfur Certification
- Attachment 7: General Certifications Form
- Attachment 8: Statement of Financial Capability
- Attachment 9: Proposed Caseload and Business Designation
- Attachment 10: Proposal Submission Reminder Checklist
- Business License, Professional Certifications, Other Credentials
- Proof of Financial Solvency or Stability

**Cost Proposal Elements**

- Completed Budget Template in Excel (soft copy)
- Printed Budget (hard copy)
- Budget Justification Narrative