

Proposal Requirements Checklist

Workforce Innovation and Opportunity Act (WIOA) – Youth Services Program

Workforce Investment Board | Adams ▪ Brown ▪ Pike ▪ Scioto
 951 Vern Riffe Drive
 Lucasville, OH 45648

Pursuant to Sections 2.3 and 4.6 of the RFP, the following items are to be included in your proposal in order for it to be deemed qualified. Please indicate that the items are included by checking the corresponding column.

Action Required	RFP Section	Included
Did you register for the RFP no later than noon, June 5, 2023? Attach. C	3.3	
Did you include a completed Proposal Cover Sheet? Attach. A	2.3	
Did you include a completed Bid Sheet? Attach. B	2.3	
Did you include a brief history and description of your company and table of organization?	2.3	
Did you include a response to each Program Component?	2.4.1	
Did you include a response to each System and Fiscal Administration Component?	2.4.2	
Did you include a minimum of 3 Professional References?	2.6	
Did you include a completed Budget and Budget Narrative?	2.5	
Did you include a copy of your Certificate of Liability Insurance?	2.4.2	
Did you include a copy of your Personnel Qualifications?	2.7	
Did you provide the required Financial Documentation	2.8	
Did you include a completed Form Sub W-9?	2.3	
Did you include your Worker's Compensation Insurance Certificate?	2.3	
Did you include a copy of valid business license or certificate of good standing as proof of incorporation and authorization to do business in Ohio (as issued by Ohio Secretary of State)?	2.3	
Did you include a copy of bidder's two most recent annual reports or financial statements, including year-end balance sheets, and income statements?	2.3	