

ATTACHMENT 1

Submittal Checklist

Proposer's Initials			YSD USE ONLY (Staff Initials)
	1	Attended Mandatory Pre-Proposal Conference	
	2	Provided one (1) complete unbound original proposal, verified to include all attachments.	
	3	Uploaded one (1) single electronic PDF format file, verified to include all attachments, uploaded to YSD's file transfer protocol (FTP) site at https://pbc.sharefile.com/r-r4175e1eaf3a4fc39 . The file shall be named as follows: <i>YSD_FY2019_Proposer's name</i> .	
	4	*Provided completed Cover Sheet (Attachment 4) <ul style="list-style-type: none"> • All information provided • Signed in ink 	
	5	*Provided completed Proposal Template (Attachment 5)	
	6	*Provided completed Scope of Work Template (Attachment 6)	
	7	*Provided completed Budget Template (Attachment 7)	
	8	*Provided completed Logic Model Template (Attachment 8)	
	9	Provided IRS Form 990, if a 501(c)(3) corporation (Attachment 9) or Comprehensive Annual Financial Report (CAFR) for public entities	
	10	Provided Independent Audit Report	
	11	Provided Year End Financial Statements	
	12	Reviewed Sample Contract form (Attachment 10)	

Notes:

1. Templates for completion are marked with an asterisk (*) and are located on the County's on-line Vendor Self-Service (VSS) system at: <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.
2. Submittal Checklist must be initialed on each line to verify all components are submitted by Proposer.