

ATTACHMENT A

APPLICATION CHECKLIST & HOW TO COMPLETE THE ONLINE APPLICATION

The following checklist outlines all required documents to be provided in response to the First 5 Qualified Vendor Services Request for Vendors (RFV). This checklist is for applicant use only and does not need to be submitted to First 5 Contra Costa. Instructions on how to set up the account and how to access the online application are listed below.

Required Documents For Submission

- ☐ **Online Application** - Applicants must complete an online application form and submit all required documents specified below through the online application system. Applicants must set up an online account to access the application form. See the instructions below.
- ☐ **Experience and Qualifications Narrative (ATTACHMENT B)** - Please provide a summary of no more than five (5) pages (1.5 line spacing, Arial Font size 11) to describe your responsiveness to the qualifications listed in this RFV. Include a response to questions listed in the attachment for EACH scope of work/subject matter expertise you are applying for.
- ☐ **Work Sample (ATTACHMENT C)** - **For each scope of work/service categories/subject matter expertise area you are applying for**, please provide up to two (2) complete work samples that highlight your ability to complete the tasks outlined in the Scope of Work. Please also include a brief paragraph for each work sample summarizing how the work sample relates to your ability to complete the tasks outlined in the Scope of Work. For video production, please include links to videos available online.

For Event Planning and Virtual & Hybrid Meeting Facilitation/Logistics Coordination, please include some planning documents used to produce the events/meetings. There is no First 5 designated form for this attachment. Please upload as a single PDF
- ☐ **Compliance and Litigation Questionnaire (ATTACHMENT D)** - Please read and complete the requested information on the Compliance and Litigation Questionnaire. If you check yes to any of the questions on this form, please explain how this will impact the project in this solicitation. Upload the completed form to the online application portal.

- ☐ **Resumes or Curricula Vitae (ATTACHMENT E)** - maximum of 3 pages per team member - Include resumes or curricula vitae for key personnel, including proposed subcontractors who will be the core team for this project and will play a role in carrying out the work. There is no First 5 form for ATTACHMENT E. Please upload as a single PDF.
- ☐ **References - (ATTACHMENT F)** Provide three references of current and/or past clients with knowledge of the vendor's ability to manage projects similar in nature and scope to this project. Upload the completed form to the online application portal.
- ☐ **Business Licenses and Certifications (ATTACHMENT G)** - Provide copies of any federal, state, or county licenses or certifications held by the agency relevant to this project and, if required, by the City or County in which your organization operates.(e.g., Business licenses, IRS non-profit letter, Tax Identification Number documentation, etc.). There is no First 5 designated form for this attachment. Please upload as a single PDF

HOW TO UPLOAD AND SUBMIT YOUR APPLICATION ONLINE

To respond to this RFV, please submit your online application with all required documents through the online application system designated by First 5 Contra Costa no later than **5:00 p.m. PT on October 18, 2023**. To create your online account and access the online application, complete the following steps:

Step 1: Create an online user account by clicking [here](#). Click the “new applicant” button to set up your profile. The portal requires a twelve (12) character password with a mix of upper and lower case letters, numbers, and symbols. **Be sure to save your password for future use.**

Step 2: Once a user account has been created, click [here](#) to access the application. Your profile login information will be required to access your saved application

Step 3: Once an application has been started, click [here](#) to modify and/or submit your application. Please do not create a new application once you have started your application.

Applicants must submit all required documents specified in the RFV through this online form by the deadline. It is highly recommended that you print a copy of your application for your records

prior to clicking "Submit." To do this, click "Printer-Friendly Version." You should review the printed copy prior to submitting the application electronically. In addition, you should ensure that the attachments were successfully uploaded by reviewing the list of attachments included.

Please review the RFV's Timeline For Selection Process to ensure availability during the proposal review activities. NOTE: Please do not wait until the last minute to submit your application. It is the proposer's responsibility to verify the submission prior to the deadline. Once the online application has been submitted, proposers cannot make edits. All proposers are encouraged to submit applications early. First 5 Contra Costa will not be responsible for any technical problems or submission failure. Failure to submit ALL required documents by 5:00 p.m. PT may constitute an incomplete proposal and may be grounds for disqualification. Proposals submitted after 5 p.m. will not be accepted or considered.

NOTE: Once the online application has been submitted, applicants cannot make edits.

CONTACT US

All questions and requests for additional information regarding this RFV must be submitted via email to:

Lisa R. Johnson, Grants and Contracts Manager,
grantsandcontracts@first5coco.org