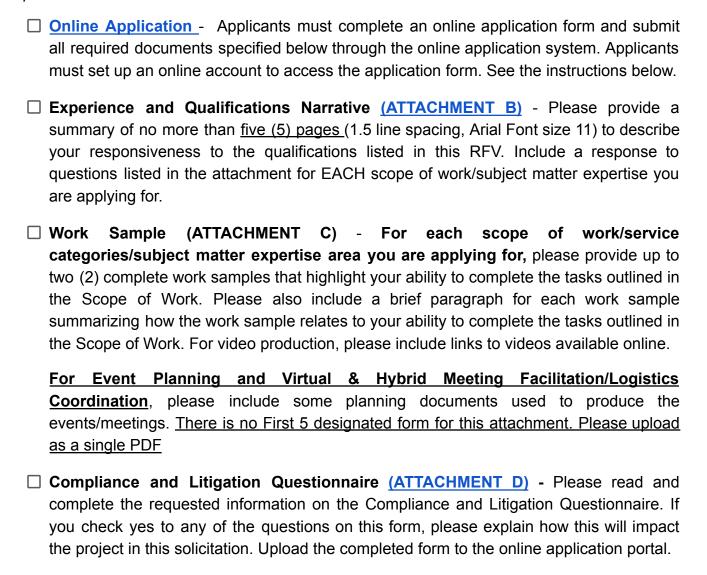


ATTACHMENT A APPLICATION CHECKLIST & HOW TO COMPLETE THE ONLINE APPLICATION

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





	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
ш	·
	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 <u>5:00</u> <u>p.m. PT on October 18, 2023</u>. 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 <u>here</u> to modify and/or submit your application. <u>Please do not create a new application once you have started your application.</u>

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