

ARTICLE IX. APPLICATION SUBMISSION CHECKLIST

This checklist is provided for Applicant's convenience only and identifies documents that must be submitted for this Solicitation to be considered responsive. Any Application received without these requisite documents may be deemed nonresponsive and may not be considered for contract award. All exhibits, forms and attachments can be found in the zipped file posted with this Solicitation.

Complete Solicitation Package

The Complete Solicitation Package must include the "Original" Application in **electronic form** (Flash drive or USB) consisting of the four (4) parts detailed below, separated by folders and three (3) additional **electronic** copies (all clearly labeled as "copy") submitted on separate USBs.

1. Form A, Administrative Information (excel document including six tabs):

1. Applicant Information _____
2. Counties Served _____
3. Governing Body _____
4. Agency Information & Litigation History _____
5. Fiscal Management & Administrative Controls _____
6. Project Summary _____

2. Form B, Project Narrative _____

3. Expenditure Proposal including:

- a. Form C: Project Budget _____
- b. Form D: Indirect Cost Rate Questionnaire _____
- c. Attachment C: Required Financial Statements _____

4. Applicable Exhibits (to be included in Solicitation Package) (Section 6.5)

- a. Exhibit A: Affirmations and Solicitations Acceptance _____
- b. Exhibit D: Exceptions and Assumptions Form (as applicable) _____
- c. Exhibit E: Assurances - Non-Construction _____
- d. Exhibit H: Certification Regarding Lobbying _____