Applicant must organize, and label accordingly, its scanned and signed Application in the following order. Each Application must contain original or electronic signatures, as allowable, on all forms requiring signatures. Please scan and create searchable Adobe® portable document format (pdf) for all forms requiring wet signatures. Unsigned Applications, Applications containing misspelled words, Applications containing white-out, and Applications that do not include all required forms and sections may be rejected, at HHSC’s sole discretion consistent with Open Enrollment # HHS0011235, Section 15.2.

**A complete Application consists of responses to all questions on the required Exhibits and Attachments and information listed on this Appendix A, Checklist for Submission.**

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| Nbr. | Document Title | Check |
|  | Appendix A – Checklist for Submission |  |
|  | Exhibit A – Affirmations and Solicitation Acceptance |  |
|  | OE Addenda, if applicable |  |
|  | Exhibit C – Assurances Non-Construction Programs |  |
|  | Exhibit D – Certification Regarding Lobbying |  |
|  | Exhibit E – DUA, Attachment 2 (Security and Privacy Initial Inquiry Form) |  |
|  | Exhibit F – Applicant Information Form |  |
|  | Attachment 1: Licensure or Accreditation |  |
|  | Attachment 2: Additional Minimum Qualifications |  |
|  | Attachment 3: Organizational Chart and Key Personnel |  |
|  | Attachment 4: Insurance |  |
|  | Attachment 5: Policy and Procedure Manual |  |
|  | Attachment 6: Training Certificates |  |
|  | Attachment 7: Organizational Brochure |  |
|  | Attachment 8: Public Information Act Copy of Application, if applicable |  |