

PRINCE GEORGE’S COUNTY LOCAL WORKFORCE DEVELOPMENT BOARD

1801 McCormick Drive, Suite 400
Largo, Maryland 20774

ATTACHMENT SUBMITTAL FORM

Bidders must include all the required attachments listed on *Attachment Submittal Form* that pertain to the proposal. **No additional attachments are allowed.** Failure to include required attachments will disqualify the proposal. Bidders may submit attachments as part of their electronic submission.

Bidder: _____

MANAGEMENT FORMS AND DOCUMENTS NEEDED	NOTES
<ol style="list-style-type: none"> 1. W-9 2. Grievance procedures 3. Written Personnel Policies 4. Written Conflict of Interest Policy (COI) 5. Certificate of Good Standing (CGS) for Maryland 6. Letters of Commitment/MOUs 7. Certificate Regarding Lobbying 8. Certified MBE Utilization and Fair Solicitation Affidavit 9. Drug Free Workplace Certification 10. Notarized Proposal Affidavit 11. Statement of Compliance 12. Pre-award for Relocating Establishment 13. Pre-Award Survey 14. Certification Regarding ACORN Prohibition 15. Certified MBE Utilization and Fair Solicitation Affidavit 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete W-9 Template <input type="checkbox"/> Submit copy of Grievance Policy <input type="checkbox"/> Submit copy of Personnel Policy (table of content from Employee Handbook) <input type="checkbox"/> Submit copy of COI Policy <input type="checkbox"/> Submit coy of CGS <input type="checkbox"/> At least three (3) Letters of Support or commitment <input type="checkbox"/> Complete Lobbying Form <input type="checkbox"/> Complete MBE Utilization and Fair Solicitation Affidavit Form <input type="checkbox"/> Complete Drug Free Form <input type="checkbox"/> Complete Notarized Proposal Affidavit Form <input type="checkbox"/> Complete Statement of Compliance Form <input type="checkbox"/> Complete Pre-award for Relocating Establishment Form <input type="checkbox"/> Complete Pre-Award Survey Form <input type="checkbox"/> Complete Acorn Certification Form <input type="checkbox"/> Complete MBE and Fair Solicitation Form
<p align="center">PERFORMANCE DOCUMENT NEEDED</p>	<p align="center"><input type="checkbox"/> NOTES</p>
<ol style="list-style-type: none"> 1. Proposed Planned Outcome Plan 2. Past Performance 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete WIOA OSY Planned Outcome Form <input type="checkbox"/> Submit (3) reference for similar project AND list any terminated contracts
<p align="center">STAFFING DOCUMENTS NEEDED</p>	<p align="center">NOTES (Not to exceed 2 pages, not including resumes)</p>
<ol style="list-style-type: none"> 1. List of Key Personnel for project including position title, qualifications, and resumes 2. Submit an organizational chart 	<ul style="list-style-type: none"> <input type="checkbox"/> For all staff including minimum education, training, experience, special skills and other qualifications for each position, as well as specific duties identified in the proposal. <input type="checkbox"/> Identifying individuals, their job titles and major job duties (workload), as well as indication of full- or part-time participation is required. The organizational chart should show lines of responsibility and authority. The Bidder should clearly show how the organizational structure is designed to carry out the responsibilities within each

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	of the major components. If a lead entity of a collaborative bid shall show how the operational structure involves all partners.
FINANCIAL DOCUMENTS NEEDED	NOTES
<ol style="list-style-type: none"> 1. Cost Proposal 2. Cost Allocation Plan 3. Copy of Tax Exemption 4. Proof of Legal Entity (*Proof of Incorporation, 501© (3), etc.) 5. Expense Balance Sheet 6. Certificate of Federal Indirect Cost Rate 7. Annual Budget of \$100,000(or more per year 8. Must submit certificate of insurance. If applying as a consortium, provide a copy of insurance liability for all partners. 9. Must submit bound copy of most recent formal audit completed within last two (2) years. Must satisfactorily address all findings 10. Must submit current reporting period financials. If there are any tax liabilities, provide a front and back copy of the cancelled check as proof of satisfying the obligation. 11. Provide evidence of lead organization’s/fiscal agent’s past fiscal performance/compliance derived from the last two year audited financial statement and monitoring reports of the organization. Audits are required for any non-federal entity that expends \$750,000 or more in federal awards during their fiscal year (single or program-specific audit). For bidders whose fiscal agent does not meet this threshold, please provide the fiscal agent’s most recent financial statements (Statement of Revenue) 12. Transition cost estimate 	<ul style="list-style-type: none"> <input type="checkbox"/> With Budget Summary of Cost Worksheet and Comprehensive Budget Narrative with Salary Detail Cost Estimate <input type="checkbox"/> Submit completed Cost Allocation Plan Form <input type="checkbox"/> Submit copy of Tax certificate <input type="checkbox"/> Submit proof of legal entity <input type="checkbox"/> Submit copy of balance sheet <input type="checkbox"/> Submit certificate for Indirect Cost Rate negotiated <input type="checkbox"/> Submit copy of budget <input type="checkbox"/> Submit copy of insurance <input type="checkbox"/> Submit bound copy of last two (2) years formal audit <input type="checkbox"/> Provide required evidence of fiscal past performance <input type="checkbox"/> Submit transition cost estimate
Based on the extensive list above you should be submitting at least thirty (31) attachments in response to this Request for Proposal.	