

**ATTACHMENT D: Part I - ORGANIZATIONAL STATUS AND CAPACTIY CHECKLIST**

A copy of each of the applicable documents listed below must be submitted with the original proposal. Proposers who have submitted certain documents to WSM on or after January 1, 2021 are not required to include the document with the proposal. The date of the submission should be noted as applicable.

**Proposer Name:****1. Current Organization Status**

Document	Attached	Date of submission
Printout of Certificate of Status from MD Department of Assessments & Taxation, or comparable agency from organization's home state, indicating type of business (corporation, LLC, LLP, etc.) (Attachment O)		
Non-Profit Organization: Proof of 501(c) 3 status.		
MBE Documentation (Attachment N)		

**2. Proof of Current Insurance (must be submitted with original proposal)**

Document	Attached	Date of submission
Workers Compensation		
General Liability		
Fidelity Bonding		
Automobile		

**3. Proof of Current Financial Status (must be submitted with proposal)**

Document	Attached	Not Applicable
Most recent state and/or federal single audit (non-profit proposer)		
- OR -		
Most recent financial audit and summary of revenue by source for past two fiscal years (non-profit proposer)		
- OR -		
Most recent financial audit, financial review, or financial compilation (for-profit proposer)		

**ATTACHMENT D: Part II****ADMINISTRATIVE AND FINANCIAL CAPABILITIES CHECKLIST**

Please respond to each statement or question with a "yes" or "no" answer.

Administrative Requirements	Yes	No
1. Resumes for identified staff are attached, and job descriptions specifying minimum qualifications have been provided for positions not yet filled.		
2. Proposer agrees that all staff and participants involved with the proposed program or will be covered by its insurance and bonding policies.		
3. The books of account are auditable.		
4. Administrative and internal accounting controls are adequate to safeguard program assets.		
5. The accounting system adequately accounts for program funds.		
6. Proposer has a written accounting procedures manual and the procedures in the accounting manual are being followed.		
7. Proposer has written human resources policies and procedures, including non-discrimination, and zero tolerance for drugs and violence in the workplace.		
8. The organization has sufficient internal controls and procedures for the following:		
a) cash receipts		
b) checks reconciliation		
c) cash disbursements		
d) bank reconciliation		
e) payroll and time allocation		
f) purchasing		
9. Proposer has a written cost allocation plan approved by its governing body. A copy of the approved plan is attached.		
10. Proposer has attached its audit or financial reports as specified at Part I, #3 of this Checklist.		

For any "NO" responses, attach an explanation, including the number from the checklist.

I hereby certify that I have completed this Administrative and Financial Capabilities Checklist accurately and to the best of my knowledge. I, the financial officer or C.E.O. of the proposing organization, accept responsibility for providing financial services adequate to ensure the establishment and maintenance of an accounting system with internal controls adequate to safeguard WSP program funds. I further understand that if WSM awards a contract to this organization, that these administrative and financial procedures and controls will be monitored to ensure compliance with all State and Federal requirements.

Typed Name, Title:

Signature \_\_\_\_\_

Date