

ATTACHMENT C

PROPOSER SUBMISSION CHECKLIST: 2025-2026 WIOA YOUTH RFP

Proposer:

ITEM	YES	NO	N/A
1. Complete Proposal			
2. Completed Cover Page Form/Signature Sheet –Attachment A Proposal Budget Summary Disclosure of Financial Relationship with WSM Signature on Cover Sheet			
3. Table of Contents			
4. Completed and signed Assurance Form – Attachment B			
5. Completed Submission Checklist- Attachment C			
6. Completed and Signed Organizational Status and Capacity Checklist: Attachment D parts I & II			
7. Audit			
8. Cost Allocation Plan			
9. Completed Attachment D and attachments for proposed subcontractors, if any.			
10. High level and program level organization charts – Attachments E, F			
11. Job Descriptions paired with Staff Resumes – Attachment G			
12. Proposal Narrative – Attachment H			
13. WIOA Elements Form – Attachment I			
14. Implementation Timeline – Attachment J			
15. Complete budget submitted as Excel and PDF files – Attachment K			
16. Two (2) Employer Agreements/Employer Letters of Support - Attachment L			
17. Reference and Performance History Requests-Attachment M			
18. MBE Documentation (as applicable) - Attachment N			
19. Certificate of Good Standing - Attachment O			

Please attach an explanation of materials not submitted with the proposal.

Completed by:

Date:

Email address: