

Instructions

Please arrange your application in the following order and ensure all documents listed below are included with your application. Applicants are not required to submit this Application Checklist document with the application. The application email should contain no more than six (6) attachments as per instructions below, five (5) or four (4) if not submitting materials in response to Section 8, “Preferred Qualifications” and “Audited Financials”.

Required Documents

- Narrative – up to 20 pages, completed using the Coversheet and Narrative Template, Attachment 8, to include the following:
 - Application Coversheet - up to 1 page
 - Program Summary – up to 2 pages
 - Service Region
 - Capacity and Experience
 - Staffing Pattern and Qualifications (response to sections 6a and 6b)
 - Saved as one document titled, <(insert agency name)_Narrative_ CCH-CPIA-2020-02 >
- Work Plan complete Attachment 5, CPIA Work Plan Instructions and Template, save as a fill-able form using the naming convention <(insert agency name)_Work Plan_ CCH-CPIA-2020-02 > The work plan should not exceed 8 pages with all pages numbered consecutively and containing a header that reads, CCH-CPIA-2020-02 Work Plan. Do not use a font smaller than 11 points.
- Staffing Pattern and Qualifications – save all job descriptions, resumes, subcontractor/consultant scopes of work and letters of commitment, and an organizational chart or charts in response to Section 6 c and d as one pdf document using the naming convention <(insert agency name)_ Staffing Plan_ CCH-CPIA-2020-02. There is no page limit and all pages should be numbered consecutively and include a header that reads, CCH-CPIA-2020-02 Staffing.
- Budget complete Attachment 7, CPIA HRI Expenditure Based Budget Template, save as an Excel work book, using the naming convention: <(insert agency name)_7 Budget_ CCH-CPIA-2020-02 >. There is no page limit and the first page title should read, CCH-CPIA-2020-02 Budget

Optional Documents

- Preferred Qualifications (Not required, as applicable) – this is optional and not a required submission. If including this section, provide responses to Section 8a, b, and/or c, save as one pdf document using the naming convention: <(insert agency name)_ Pref Quals_ CCH-CPIA-2020-02. All pages should be consecutively numbered with a header that reads, CCH-CPIA-2020-02 Preferred Qualifications.
- Most recent/current audited financial statement, saved as a pdf document using the naming convention: <(insert agency name)_9 Financials_ CCH-CPIA-2020-02 >.

Please make sure that your application adheres to the submission requirements for format.

