**Proposal Checklist**

Bidders shall submit *1* original, signed proposal (via email, **nyehdi@health.ny.gov**).

Your submission should include this checklist (completed) and the items listed below.

 [ ]  Proposal Cover Sheet (Attachment 3)

 [ ]  Proposal

 [ ]  Work Plan (Attachment 5)

 [ ]  Budget and Justification (Attachment 4)

 [ ]  Your organization’s most recent Yearly Independent Audit Report

 [ ]  Organizational Chart

 [ ]  Key Project Staff Resumes

 [ ]  Job Descriptions for Project Director and Other Key Staff Positions