**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