CTA RPM RFQ Checklist

Agency:

Log #________ (Partnership Use only)

Please use the following checklist to confirm that all documents are included in your packet.

☐ Program Design (Response to Program Questions 1-5)
☐ Staff Resumes and/or Job Descriptions
☐ Fiscal Statement (Response to Fiscal Questions a)
☐ Fiscal Affidavit
☐ Accounting Department Organizational Chart
☐ Chart of Accounts
☐ Segregation of Duties Worksheet*
☐ List of Board Members
☐ IRS W-9 Request for Taxpayer Identification Number and Certification
☐ IRS 501(c)(3) Tax Exempt Determination Letter
☐ Certificate of Good Standing
☐ Most Recent Financial Audit
☐ Budget**
☐ Budget Narrative **