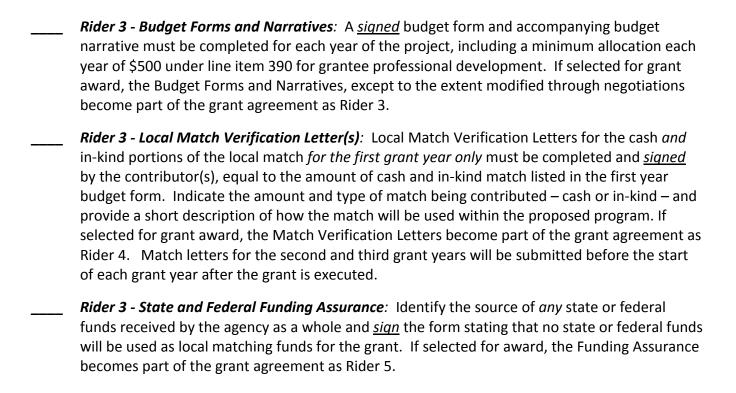
RFA SUBMISSION CHECKLIST Application Submission



- Letters of commitment or support from organizations that participated in the planning and/or implementation of the proposed program, as identified on the signature page of Attachment 1, Applicant Information Form.
- Do not include supplemental attachments or appendices including, but not limited to, needs
 assessments, evaluation materials, newspaper articles, brochures, pamphlets, timetables,
 maps and letters of support that are not specifically required within this application.

RFA SUBMISSION CHECKLIST Cost Portion



RFA SUBMISSION CHECKLIST Technical Portion

Applications must be received and date-stamped by the Issuing Office listed on the label <u>no later</u> <u>than</u> 2:00 p.m. on July 1, 2016 or disqualification will occur.

 Submit one original and <u>four</u> (4) <u>binder-clipped</u> copies of the entire application (Technical and Cost portions).
 In addition to the hard copies, applicants shall submit one complete and exact copy of the entire application (Technical and Cost portions) on a USB Flash drive in Microsoft Office or Microsoft Office-compatible format. The electronic copy must be a mirror image of the paper copy, with appropriate signatures included, and any spreadsheets must also be attached in Microsoft Excel version. The applicants may not lock or protect any cells or tabs. The USB Flash drive should clearly identify the applicant and include the name and version number of the virus scanning software that was used to scan the Flash drive before it was submitted.
 Mail the entire application (Technical and Cost portions and USB flash drive) in one envelope using the label provided below.

FROM:

TO: BID: RFA NUMBER: # 02-16

DEADLINE DATE AND TIME: July 1, 2016

2:00 p.m.

DEPARTMENT OF HUMAN SERVICES DIVISION OF PROCUREMENT HEALTH & WELFARE BUILDING, ROOM 402 625 FORSTER STREET HARRISBURG, PA 17120

The documents listed above for submission are <u>not</u> available on the Department of General Services website in Word or Excel format. If you would like to receive the Word or Excel versions of the documents for completion and submission, please contact the RFA Project Officer, listed on the cover page of the RFA, specifically to request these documents.