|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organization** (Please use **entity legal name**)  Click or tap here to enter text. | | | **UEI** (Unique Entity Identifier)[www.sam.gov](http://www.sam.gov)  Click or tap here to enter text. | |
| **Organization Type**  Non-Profit Organization  Education Institution  Private Organization  Other (Please Specify): Click or tap here to enter text. | | | | |
| **COBID Certification, if applicable:** OR Cert ID Number Click or tap here to enter text.  Minority, Women, or Disadvantaged Business Enterprise (MBE/WBE/DBE)  Emerging Small Business or Service-Disabled Veteran Business Enterprise (ESB/SDVBE) | | | | |
| **Contact Person for Proposal**  Click or tap here to enter text. | | | | **Phone Number**  Click or tap here to enter text. |
| **Email Address (for all RFP correspondence)**  Click or tap here to enter text. | **Street Address**  Click or tap here to enter text. | | | |
| **Email Address (for all RFP correspondence)**  Click or tap here to enter text. | | | | |
| I hereby declare that the information provided herein is accurate, valid and a full disclosure of requested information. I am fully authorized to represent the organization listed above, to act on behalf of it, and to legally bind it in all matters related to this application. | | | | |
| **Printed Name**  Click or tap here to enter text. | | **Title**  Click or tap here to enter text. | | |
| **Signature** | | **Date**  Click or tap here to enter text. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposal Package Submission – email to rfp@worksystems.org**  **Instructions:** Check each of the items submitted.  Submit per the chart below, with all documents in the order listed and clearly identified. | | | |
|  | **Proposal Submission Item** | **Reference** | **Format** |
|  | Signed Proposal Cover Sheet and Submission Checklist | (This Document)  Resource Document on website | PDF |
|  | Proposal Narrative | RFP Part VI, Sections A, B, and C  Limit to 10 pages | PDF |
|  | Fee Schedule Template | RFP Part VI, Section D  Resource Document on website | Excel or PDF |