

IV. PROPOSAL OUTLINE

This section presents the **required** outline that must be followed when submitting a proposal in response to this RFP. Proposals must include a Table of Contents that exactly conforms to the required proposal outline (below). Proposals must include all the components listed below, in the order specified, using the prescribed lettering and numbering scheme. Incomplete proposals will not be evaluated.

	Page
A. Cover Sheet	A
B. Table of Contents	B
C. Declaration of Confidential Information	C
D. Conflict of Interest - Disclosure Statement	D
E. Executive Summary	E
F. Main Proposal	1-14
1. Organizational Requirements	
a. Purpose/Mission	
b. Entity Type/Years of Operation	
c. Location of Offices	
d. Current Range of Services/Program participants	
e. Qualifications, Relevant Experience, and References	
f. Audit Compliance	
g. Dun & Bradstreet (D-U-N-S) Number	
2. Service Requirements	
<i>*there is no b. it was accidentally left out of the RFP*</i>	
a. Coordinated Access Network	
c. Location of offices/Hours of Operation	
d. Target population	
e. Services Capacity/Delivery Plan/Process	
f. Linkages/Program Collaboration/Coordination	
g. Quality Assurance Protocol	
3. Staffing Requirements	
a. Key Personnel	
b. Job descriptions – attached below in appendix H.e	
c. Staff to Client Ratios	
4. Data and Technology	
a. Data Reporting	
b. Performance Measures/Outcomes	

G. Cost Proposal**15-20****1. Financial Requirements**

- a. Audited Financial Statements
- b. Financial Management Procedures and Financial Capacity
- c. Leveraged Funds
- d. Mixed Funding

2. Budget and Budget Narrative

- a. Budget
- b. Budget Narrative

H. Appendices

- a. Agency organizational chart H.a
- b. Rapid Rehousing HMIS Report H.b
- c. Client Satisfaction Survey H.c
- d. Partnership/Subcontract Agreements (if applicable) H.d
- e. Job descriptions H.e
- f. Audited Financial Statement and Form 990 H.f
- g. CAN Letters of Support H.g

Revised outline posted 2/2/16