**ATTACHMENT A**

REGIONAL CENTER OF THE EAST BAY

REQUEST FOR PROPOSAL

APPLICATION FORM

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICANT INFORMATION

Applicant’s or

Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT INFORMATION

Fiscal Year and Project number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have included two (2) Word Document copies of the RFP application, including the following: *(one e Copy has been redacted to remove identifying information such as Organization Name, Names of Key Staff, Names of Consultants, etc.)*

 🞎 Completed RFP Application Form (Attachment A) per project

 🞎 Statement Indicating Author of Proposal

 🞎 A typed Idea Statement within the indicated page requirements

 🞎 Operating Budget Worksheet (Attachment B)

 🞎 Financial Statement (Attachment C)

 🞎 References; 3 professional and one letter (Attachment D)

* Program Consultation Sheet (Attachment E)
* Worksheet for Start-Up Budget (Attachment F)
* Applicant’s resume and the resumes of identified staff

Signature: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised Feb 2023