**ATTACHMENT 1**

**First 5 Placer**

**Strategic Plan Consultant Services Application Coversheet**

**Individual/Agency Name**

**Contact Person Title**

**Address**

**Phone: E-mail:**

**RFP Check List** (please place documents in the following order and submit as a single PDF document)**:**

|  |  |  |
| --- | --- | --- |
|  |  | This coversheet (Attachment 1) |
|  |  | Detailed summary of your qualifications and applicable experience, including those of your subcontractor(s), if applicable |
|  |  | Narrative overview of how you would complete these services (this and the above not to exceed 5 pages combined) |
|  |  | Scope of Work – *3 page limit* |
|  |  | Proposed Budget and Budget Justification – *2 page limit* |

**Authorized Representative:**

THE APPLICANT CERTIFIES THAT: To the best of my knowledge and belief, data in this application are true and correct. The document has been duly authorized by the governing board of the applying agency.

|  |  |
| --- | --- |
| Name *(please print)* | Title |
| Signature | Date |

**This page must be attached to your application. Submit an electronic version of a signed original in PDF form to ksmith@placercoe.org**