

REQUIRED ATTACHMENT CHECKLIST

A complete proposal submission will consist of all the required items identified below, including this checklist. Complete this checklist to confirm the items in your proposal. Place a check mark or “X” next to each item that you are submitting.

Attachment Name/Description

_____ **Required Attachment Checklist (cover sheet)**

Section 1: Organization Information

- _____ A. Organization Biography
- _____ B. Cultural Competency, Equity, and Inclusion
- _____ C. Qualifications of Administrative Personnel
- _____ D. CDCR Mandatory Training
- _____ E. Proposed Institution(s)

Section 2: Proposed Institution(s) (one packet per proposed Institution)

- _____ A. Experience in the Proposed Facility
- _____ B. Project Plan Table
- _____ C. Curriculum (for each proposed workshop)
- _____ D. Qualifications of Arts Providers
- _____ E. Budget Table

Section 3: Additional RFP Documents

- _____ Attachment 1: Additional Contractor Responsibilities
- _____ Attachment 2: DataArts CAC Funder Report
- _____ Attachment 3: Proposer References
- _____ Attachment 4: Proposal/Proposer Certification
- _____ Attachment 5: Payee Data Record (STD 204)
- _____ Attachment 6: Contractor’s Certification Clauses
- _____ Attachment 7: Darfur Contracting Act
- _____ (Optional) Attachment 8: Small Business/Micro Business Certification Letter

In Envelope:

- _____ **Digital copy of the RFP Proposal on a USB flash drive**