

## **FY23 WIOA Out of School Youth Programs WDBRFP-004 Required Attachments**

### **FORMS & DOCUMENTS**

Certified MBE Utilization and Fair Solicitation Affidavit (website attachment, optional)

Conflict of Interest Statement (website attachment, required)

Certificate of Good Standing (CGS) for the state of Maryland (bidder must provide, required)

Certificate Regarding Lobbying (website attachment, required)

Debarment and Suspension Certification (website attachment, required)

Proposal Affidavit (website attachment, required)

### **PERFORMANCE DOCUMENTS**

Submit (3) references for a similar project (bidder must provide, required)

Submit a list of any terminated contracts within the last five (5) years (if applicable) (bidder must provide)

### **CORPORATE & STAFFING DOCUMENTS**

List of Key Personnel including position title, qualifications, and education or applicable training, experience, special skills and other qualifications, as well as specific duties for each staff person identified within the proposal (bidder must provide, required)

List of Key Personnel Resumes (bidder must provide, required)

### **FINANCIAL DOCUMENTS**

Cost Proposal (bidder must provide, required)

Budget Summary (website attachment, required)

Comprehensive Budget Narrative including Salary Detail Cost Estimate (bidder must provide, required)

Copy of most recent audit (bidder must provide, required)

Certificate(s) of Insurance (bidder must provide, required)

Copies of auditor's letters to management (if applicable) (bidder must provide)