

ATTACHMENT E
COORDINATED FAMILY SUPPORT (CFS)
REQUEST FOR VENDORIZATION
(RFV)
PROPOSAL WRITING REQUIREMENTS

1. Proposal Title Page

- Utilize Attachment A.
- Provide the name, address, and contact information of the applicant.
- If the applicant is a corporation, list the principal members of the corporation and include verification of incorporation in California.

2. Table of Contents

- Provide a Table of Contents that corresponds to the pages provided within the proposal.

3. Statement of Obligation

- Utilize Attachment B.

4. Experience Background & Qualifications

- Provide a 1 page or less summary of the applicant's qualifications which details education, knowledge, and experience providing services to persons with developmental disabilities and includes a brief description of applicant's experience in developing and operating the type of project for which you are submitting a proposal.
- Resumes and Certifications for director, supervisor and all currently identified staff
- Provide a copy of at least two (2) references with addresses and telephone numbers, and a statement permitting that references may be verified by NLACRC. Applicants should be aware that the selection committee will contact references or other sources to corroborate any information provided.

5. Business Plan

- Utilize Attachment G as a guide.

6. Statement of Equity and Diversity

- Utilize Attachment C as a guide.

7. Cost Statement

- Utilize Attachment J.
- Instructions found on first tab of the excel tracker.
- Provide a copy of a cost statement demonstrating the requested rate of reimbursement that is equal to or less than the DDS set rates made available for this service

8. Business Entity Documents

- If applicable, provide articles of incorporation, articles of organization, DBA, etc.