

Appendix A – RFQ Checklist

This checklist is designed to help applicants responding to the CCSO RFQ ensure they have collected and prepared all required elements as part of their CCSO Proposal. This Appendix A – RFQ Checklist is for informational purposes only and is not required to be submitted as part of the applicant's CCSO proposal.

The items listed below must be completed and submitted as part of the applicant's CCSO Proposal. If any of the items listed are missing, the applicant's proposal will be considered incomplete. Applicants identified as missing any required elements will be notified by HFS of the missing elements and provided until close of business on November 5, 2021 to submit the missing items. Any CCSO Proposal still deemed incomplete as of the close of business on November 5, 2021 will not be evaluated as part of the CCSO selection process.

CCSO Proposal Checklist

- Completed Appendix B – RFQ Application Cover Sheet and any necessary attachments
- Written proposal that:
 - Is no more than 50 pages in length (not inclusive of any attachments);
 - Double-spaced;
 - Has a standard font size (recommended Times New Roman in 12 point font, Calibri in 11 point font, or Arial in 10 point font); and
 - Addresses each of items outlined in Section 9, Application Content and Requirement, of the RFQ.
- Attachment I – Organizational Chart
- Attachment II – Proposed Staffing Plan
- Attachment III – Statement on Legal Relationship with Hospital
- Attachment IV – Training Plan
- Attachment V – 2 Letters of Support