

CHAUTAUQUA COUNTY RESPONSE CHECKLIST - PROPOSAL NO. RFP-2-26 YB

Please note below a list of documents which must be submitted in full as part of this proposal. Failure to submit any of the documents as part of your proposal or failure to acknowledge any addendum in writing with your proposal may be cause for rejection of the proposal. Submitting a proposal on any condition, limitation or provision not officially invited in this Request for Proposal (RFP) may also be cause for rejection.

The OCFS forms, Youth Sports Supplemental Application and Youth Bureau Sports Budget can be accessed through the links below or on the Chautauqua County website at <http://chggov.com/YouthGrantFunds>

Please check each item indicating your compliance:

THIS CHECKLIST MUST BE SUBMITTED AS PART OF YOUR PROPOSAL

- ☐ RESPONSE CHECKLIST
- ☐ [OCFS-5001 INDIVIDUAL PROGRAM APPLICATION](#)
- ☐ [OCFS-5002 AGENCY PROGRAM PROFILE](#)
- ☐ [OCFS-5003 PROGRAM SUMMARY COMPONENTS](#)
- ☐ [OCFS-5011 UNIVERSAL APPLICATION FOR SPORTS FUNDING](#)
- ☐ [YOUTH SPORTS SUPPLEMENTAL APPLICATION](#)
- ☐ ORGANIZATION'S CHILD PROTECTION POLICY/PROCEDURE
- ☐ [YOUTH BUREAU YOUTH SPORTS BUDGET](#)
- ☐ ROSTER OF AGENCY'S VOLUNTEER BOARD
- ☐ PROOF OF NOT-FOR-PROFIT STATUS
- ☐ TOOL USED TO MEASURE SATISFACTION
- ☐ SAFETY PLAN(S)
- ☐ INSURANCE CERTIFICATES (SEE MINIMUM CHAUTAUQUA COUNTY REQUIREMENTS)
- ☐ W-9
- ☐ ONE (1) ORIGINAL AND **ONE (1) COPY** OF YOUR SUBMITTED PROPOSAL
- ☐ CHAUTAUQUA COUNTY VENDOR INFORMATION SHEET
- ☐ NON-COLLUSION BIDDING CERTIFICATION
- ☐ IRANIAN DIVESTMENT CERTIFICATION
- ☐ FINANCIAL AFFIDAVIT
- ☐ AFFIDAVIT OF A FOREIGN CORPORATION
- ☐ BID-AUTHORIZATION CERTIFICATE

AGENCY:	TELEPHONE NUMBER:
ADDRESS:	E-MAIL ADDRESS:
AUTHORIZED REPRESENTATIVE (PRINT):	TITLE:
AUTHORIZED SIGNATURE:	DATE: