## ATTACHMENT 3

**Submittal Checklist**

Note: Submittal Checklist should be initialed on each line to verify all components are submitted by Proposer.

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| --- | --- | --- | --- |
| **Proposer’s Initials** |  |  | **REENTRY STAFF****USE ONLY**(Staff Initials) |
|  | 1 | Attended ***Mandatory*** Pre-Proposal Meeting on January 22nd at 2:00 p.m., local time.  |  |
|  | 2 | Prepared one (1) single electronic PDF format file per Service Category, verified to include all attachments, emailed to JS-ContractManager@pbc.gov . The file shall be named as follows: *ADULT POST RELEASE REENTRY SERVICES FY26 to FY27, Proposer’s Agency Name, Service Category*  |  |
|  | 3 | Provided completed Cover Sheet (**Attachment 2**)* All information provided
* Signed
 |  |
|  | 4 | Provided completed Proposal Guidelines (**Section III**) |  |
|  | 5 | Provided letters of intent and/or executed, active MOUs for any external community based provider to fill gaps in services if applicable. |  |
|  | 6 | Provided a completed Program Budget – a sample Template (**Attachment 4A or 4B based on service category applied for**) |  |
|  | 7 | Provided completed Program Staff Template (**Attachment 5**) |  |
|  | 8 | Provided completed Logic Model Template (**Attachment 6**) |  |
|  | 9 | Provided IRS Form 990, if a 501(c)(3) corporation (**Attachment 7**) for non-profit agencies or Comprehensive Annual Financial Report (CAFR) for public entities |  |
|  | 10 | Provided most recent completed Independent Audit and Management Letter, preferably the last fiscal or calendar year, and not older than two (2) years |  |
|  | 11 | Provided most recent completed Year-End Financial Statements |  |
|  | 12 | Provided completed Submittal Checklist (**Attachment 3**) |  |
|  | 13 | Reviewed Sample Standard Contract (**Attachment 9**)* For reference only, do NOT sign or include in Proposal
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