

**ATTACHMENT 3  
Submittal Checklist**

Proposer's Initials			<b>YSD USE ONLY</b> (Staff Initials)
	1	Attended <u><b>Mandatory</b></u> Pre-Proposal Conference	
	2	Uploaded one (1) single electronic PDF format file, verified to include all attachments, uploaded to YSD's file transfer protocol (FTP) site at <a href="https://pbc.sharefile.com/r-r826a2df2e384649a">https://pbc.sharefile.com/r-r826a2df2e384649a</a> . The file shall be named as follows: <i>YSD_FY2020_Proposer's agency name</i>	
	3	*Provided completed Cover Sheet (Attachment 2) <ul style="list-style-type: none"> <li>• All information provided</li> <li>• Signed</li> </ul>	
	4	*Provided completed Proposal Template (Attachment 4)	
	5	*Provided completed Scope of Work Template (Attachment 5)	
	6	*Provided completed Budget Template (Attachment 6)	
	7	*Provided completed Unit Cost of Service Rate and Definition Template (Attachment 7)	
	8	*Provided completed Logic Model Template (Attachment 8)	
	9	Provided IRS Form 990, if a 501(c)(3) corporation (Attachment 9) or Comprehensive Annual Financial Report (CAFR) for public entities	
	10	Provided most recent completed Independent Audit Report, 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 Contract form (Attachment 10) <ul style="list-style-type: none"> <li>• For reference only, do NOT sign or include in Proposal</li> </ul>	

**Notes:**

1. Templates for completion are marked with an asterisk (\*) and are located on the County's on-line Vendor Self Service (VSS) system at: <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>.
2. Submittal Checklist should be initialed on each line to verify all components are submitted by Proposer.