**Community Partner Grant**

**RFGP DCBS-1503-19**

**Checklist for Proposers**

* 1. Read all pages of RFGP, including draft contract.
* 2. Fill out your complete business address.
* 3. Contact person listed on the submission form should be the person who can answer questions about your proposal.
* 4. Fully answer each section of RFGP.

Each section will be scored as indicated in the RFGP based on the quality of responses.

* 5. If applicable, complete Attachment 6 Special Considerations section
* 6. **Email** your proposal with all attachments to [dcbs.opportunity@oregon.gov](mailto:dcbs.opportunity@oregon.gov)
  + Attachments 1, 3, 4, 5, 8, and 9 are mandatory. Attachments 2,6 and 7 are optional.
  + Proposals must be received before May 31, 2019, 11:59 pm Pacific Time. Proposals received after this time will be rejected and not scored.
* 7. Scoring Breakdown

25 points for Qualifications and Experience (Attachment 3 Section 1)

50 points for Grant Plan (Attachment 3 Section 2)

25 points for Budget Proposal (Attachment 4)

25 points for Post-OE Project Proposal (Attachment 5)

25 points for Special Consideration (Attachment 6)

Any questions about RFGP process? Contact Margarita Nuñez at [margarita.f.nunez@oregon.gov](mailto:margarita.f.nunez@oregon.gov).

All Proposers will be notified of results.

The final contracts will be negotiated. Proof of insurance will be required.

Attachments

Attachment 1 – Proposal Cover Sheet (Mandatory)

Attachment 2 – Proposer’s Designation of Confidential Materials (Optional)

Attachment 3 – Technical Proposal (Mandatory)

Attachment 4 – Budget Proposal (Mandatory)

Attachment 5 – Post O-E Project Proposal (Mandatory)

Attachment 6 – Special Considerations (Optional)

Attachment 7 - Draft Contract ( Do not return)

Attachment 8 – Proposer Information and Certification (Mandatory)

Attachment 9 – Responsibility Inquiry (Mandatory)