

PROPOSAL CHECKLIST

PROPOSER NAME: Liberty Partners of Tallahassee, LLC

- 1. COVER PAGE: YES  NO
- 2. COVER LETTER: YES  NO
- 3. PROJECT UNDERSTANDING & APPROACH: YES  NO
- 4. PROJECT TEAM, PAST EXPERIENCE & WORKLOAD: YES  NO
- 5. PRICE PROPOSAL: YES  NO

a. Fee of \$50,000 for 12 months or \$4,166 per month, with a 30-day cancellation clause.  
Firm also offered grant research, grant writing, and grant management services under a separate fee schedule.

- 6. FORMS:
  - a) PROPOSAL SIGNATURE FORM: YES  NO 
    - a. WBE
  - b) STATEMENT OF FINANCIAL STABILITY: YES  NO
  - c) SUMMARY OF LITIGATION: YES  NO
  - d) STATEMENT OF INSURANCE COVERAGES: YES  NO
  - e) EVIDENCE OF AUTHORIZATION TO DO BUSINESS: YES  NO
  - f) DRUG FREE WORKPLACE FORM: YES  NO
  - g) NON-COLLUSION AFFIDAVIT: YES  NO
  - h) CONFLICT OF INTEREST DISCLOSURE STATEMENT: YES  NO
  - i) LICENSES OR CERTIFICATIONS: YES  NO
  - j) CONTRACT EXCEPTION FORM: YES  NO
  - k) VENDORS ON SCRUTINIZED COMP. LIST: YES  NO
  - l) VENDOR INFORMATION SHEET: YES  NO
  - m) W9: YES  NO
  - n) ADDITIONAL INFORMATION: YES  NO

REVIEWED BY: Alicia Tretheway

DATE REVIEWED: 11/1/23