



**Proposal Review Checklist**  
**Due 12:00 Noon October 11, 2019**

All responses to this Request for Proposals must include all the items listed below and detailed in the RFP. All items should be completed and returned as part of the 2020 program year Proposal. The following documents are provided:

- Procurement Technical Assistance Centers Request for Proposals Cover Page
- Certificate of Eligibility form (template provided)  
<http://www.dla.mil/HQ/SmallBusiness/PTAP/SCAA.aspx>
- Certification of Cost Matching Funds form (template provided)  
<http://www.dla.mil/HQ/SmallBusiness/PTAP/SCAA.aspx>
- Third-Party In-kind Contribution form (template provided)  
<http://www.dla.mil/HQ/SmallBusiness/PTAP/SCAA.aspx>
- Section B of the SF 424A (Use template and instructions provided)  
<http://www.dla.mil/HQ/SmallBusiness/PTAP/SCAA.aspx>
- Procurement Technical Assistance Center Personnel Detail form (template provided)  
<http://www.dla.mil/HQ/SmallBusiness/PTAP/SCAA.aspx>
- State Budget Template (template attached to RFP)
- Proposed Performance Goals (DLA Form 1806)  
<http://www.dla.mil/HQ/SmallBusiness/PTAP/SCAA.aspx>
- Cost Share Budget Information Worksheet (CSBIW) (template provided)  
<http://www.dla.mil/HQ/SmallBusiness/PTAP/SCAA.aspx>
- Link to the PTAP General Terms and Conditions Version 1.3  
<http://www.dla.mil/HQ/SmallBusiness/PTAP/SCAA.aspx>

**Proposal Requirements:**

- Letter of Interest (due August 30, 2019 by 3:00 p.m.)
- Proposal Cover Page and Proposal Requirements – (limit 8 pages)
- Evaluation Factors (limit 8 pages)
- Resumes of Key Personnel
- Proposed Performance Goals (template provided)
- Narrative providing the rationale for the annual proposed performance goals
- Proposed Cost Share Budget Information Worksheet (CSBIW) (template provided)
- Proposed 2020 State Base Year Budget (template provided)
- Budget Justification Document
- Certification of Cost Matching Funds (template provided)  
<http://www.dla.mil/HQ/SmallBusiness/PTAP/SCAA.aspx> - Click on link
- Third-Party In-kind Contribution (template provided)  
<http://www.dla.mil/HQ/SmallBusiness/PTAP/SCAA.aspx>
- Certificate of Eligibility (template provided)  
<http://www.dla.mil/HQ/SmallBusiness/PTAP/SCAA.aspx>
- Representation for Tax Liability and Felony Violations
- Supporting Documentation of in-kind contributions
- Indirect Cost Rate Agreement (if applicable) from the cognizant Federal Agency
- Procurement Technical Assistance Center Personnel Detail (template provided)  
<http://www.dla.mil/HQ/SmallBusiness/PTAP/SCAA.aspx> - Click on link
- Organizational chart showing Procurement Technical Assistance Center's placement within the host organization and lines of reporting for the Program Manager to the head of the organization
- Copy of host organization's latest audit conducted in accordance with OMB Circular A-133