



**South LA Decides**  
**2021 Workforce Development RFQ**  
**Attachment A: Checklist of Submittals**

**Please note, all documents indicated by an asterisk (\*) MUST be submitted in order to complete your submission by the closing date of October 25, 2021, at 5pm PST.**

Required Attachments	Has this been included?
Board of Directors List (or governing body per approved bylaws)	<input type="checkbox"/>
Organizational Bylaws that reflect status and mission of the organization	<input type="checkbox"/>
*501(c)(3) Determination Letter	<input type="checkbox"/>
*2019 and 2020 Audited Financials including: Organizational Balance Sheet, Profit and Loss Statement and Statement of Cash Flow^^	<input type="checkbox"/>
Mission and Vision Statements	<input type="checkbox"/>
Organization's Strategic Plan	<input type="checkbox"/>
*3 Organizational References	<input type="checkbox"/>
*Organization Chart	<input type="checkbox"/>
Certificates of Liability Insurance	<input type="checkbox"/>
Organization's policy reflecting adherence to Justice, Equity, Diversity and Inclusion (or similar policy)	<input type="checkbox"/>
	<input type="checkbox"/>
Attachment B: Scope of Work Template	<input type="checkbox"/>
Attachment C: Cost Proposal	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

^^ If your organization does not have Audited Financial Statements, please provide a clear statement indicating a plan and timeline to do so and/or 2019 and 2020 organizational tax filings and/or draft financial statements.