*RFA Advertisement Period*

Read and understand RFA #6020 in its entirety including any separate attachments available on OHCS’ Procurement website (the “Website”).

Review the Culturally Specific Organization Form (Attachment 1) and Section 3.3.3 of the RFA, which outlines requirements and the certification period.

Check for Addenda and RFA notices on the Website.

Submit questions or request for clarification in prescribed format by the deadline, Section 1.2.

If needed, submit any solicitation protest in prescribed format by deadline in RFP.

Understand and plan for RFP Schedule and deadlines as outlined in Section 1.2, which outlines four (4) Applicant actions due at different times in the Schedule in order for the Application to be eligible for review. See below. In addition, Applicant must submit the required items through **Procorem** before Closing.

**RSVP, by** [OHCS.Contracts@oregon.gov](mailto:OHCS.Contracts@oregon.gov), **to participate in the pre-Application Conference (Mandatory), Section 4.2. See Section 1.2 for the Schedule.**

**Participate in the mandatory pre-Application Conference using the instructions from the SPC, Section 4.2. See Section 1.2 for the Schedule.**

**Review RFA submittal format and requirements, Section 3.2.3.1. Applicant must complete and return the RFA Electronic Registration Request (Mandatory) by the due date in Section 1.2, Schedule, which is prior to the RFA Closing.**

**Applications will only be accepted through Procorem. Additional information in Sections 4.5 through 4.7.**

Review the Funding Guidelines and Allocations, Section 2.3.2, which includes incentives funding and performance measures. Reminder to ask questions before the deadline, see Section 1.2 for the Schedule.

☐ Review the Application Minimum Requirements in Section 3.1. Understand some items require verification post Reservation to continue with an Award of an Agreement.

Review the Minimum Submissions Requirement in 3.2. There is a page limit requirement, see Section 3.2.2.

Review the Evaluation Criteria and Selection Process in Sections 4 and Section 4.10.3. Please note the Applicant Program Workbook (multiple tabs) must be completed and returned with the Application according to the RFA instructions.

Review the tiered RFA Selection Process, see Section 4.13.

Understand the Additional Round Procurement Process (Interviews (Optional)), Sections 4.14 through 4.15.

Review the terms and conditions of the sample Grant Agreement (Attachment A) available for negotiation, and submit requests according to RFA, as applicable, see Section 5.4.

Review the sample Grant Agreement (Attachment A) to understand Agency’s performance measures and expectations for this Program. This Attachment A also includes how the grant funds will be reviewed and distributed based on each Performance Period.

Understand the additional requirements if selected as an Applicant outlined in Section 5.3.

*Application Submission:*

Complete and submit the Application in the authorized electronic format, through Procorem ONLY, by the Closing deadline, Section 3.2.3.1 and Section 1.2.

Demonstrate how Applicant meets the Minimum Applicant Requirements, Section 3.

Provide the Minimum Submission Requirements, Section 3.2.

Ensure your Application does not exceed the maximum Application page limits, Section 3.2.2.

Respond, in chronological order, to each evaluation criteria in section 4.10.3. Label each response with the evaluation criteria number and title. Make sure to submit a completed Applicant Program Workbook with your Application through Procorem.

Ensure a representative authorized to bind the Applicant signs the Application.

Follow instructions under Section 4.6 if Applicant needs to modify or withdraw its Application.

*Optional at Application Submission:* To expedite a potential award, you may submit the required items in Section 5 with your Application.

*(Note: This Checklist is not a required item to be returned with the Application.)*