

ATTACHMENT A

**Proposal Cover Sheet
For RFP # WCSO 2026 OSO**

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Proposal Cover Sheet For RFP WCSO 2026 OS0

Operating the one-stop center, providing business services and providing career services to adults and dislocated workers

Name of Organization: _____

Organization Address: _____

Remittance Address: _____

Telephone Number: _____ Fax Number: _____

Authorized Representative: _____
(Please Print or type)

Title: _____ E-Mail Address: _____

Additional person(s) authorized to negotiate on behalf of the Offeror:

Name: _____ Title: _____
(Please Print)

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Name: _____ Title: _____
(Please Print)

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Average Cost per Person Served Year 1 July 1, 2026 – June 30, 2027	Average Cost per Person Served Year 2 July 1, 2027 – June 30, 2028	Average Cost per Person Served Option Year 1 July 1, 2028 – June 30, 2029	Average Cost per Person Served Option Year 2 July 1, 2029 – June 30, 2030
\$ _____	\$ _____	\$ _____	\$ _____

Certification: I hereby certify the information and data contained in this proposal are true and correct. The Provider governing body has authorized this application and document.

Signature — Authorized Representative

Title

Date

Signature — Fiscal Representative

Title

Date

RFP Submission Checklist

Pursuant to Section 4.6 of the RFP, the following items are to be included in your proposal in order for it to be deemed qualified. Please indicate that the items are included by checking the corresponding column.

Action Required	RFP Section	Check if Completed
Did you register for the RFP process?	3.3	
Will your Proposal be submitted on or prior to 11:00 PM (EST) on Feb. 5, 2026?	4.4	
Did you include all the Contact Information on the cover Sheet?	2.1	
Did you include the Unite Rate for the Initial Term (Years 1 and 2) on the Cover Sheet?	2.1	
Did you include the Unit Rate for each period of performance on the Cover Sheet?	2.1	
Did you sign the Cover Sheet?	2.1	
Is a response to each Program Component included?	2.2.1	
Is a response to each System and Fiscal Administration Component included?	2.2.2	
Is a Budget for the Initial Term completed along with a calculation of the unit cost?	2.3	
Is a Budget for the First Renewal Period completed along with a calculation of the unit cost?	2.3	
Is a Budget for the Second Renewal Period completed along with a calculation of the unit cost?	2.3	
Is Customer Reference Letter #1 enclosed or is there a written explanation why a reference is not included?	2.4	
Is Customer Reference Letter #2 enclosed or is there a written explanation why a reference is not included?	2.4	
Is Customer Reference Letter #3 enclosed or is there a written explanation why a reference is not included?	2.4	
Are all Personnel Qualifications enclosed?	2.5	
Is the Terrorist Declaration included?	2.6	
Is the Declaration of Property Tax Delinquency included?	2.7	