



OBAMA FOUNDATION

| Initial | RFP Submission Checklist |
|----------------|---|
| | Proposal, including sections on: |
| | Company Background |
| | Key Personnel |
| | Prior Experience |
| | Project Plan and Timeline |
| | Deliverables |
| | References |
| | Financials - the last 3 years of recent audited financial statements* |
| | Appendices |
| | Bid Form* |
| | Conflict of Interest Disclosure |
| | Diversity Certification documents* |
| | Certificate Of Insurance* |
| | Any Additional Addendum(s)* |
| | Joint Venture Agreement* |
| | Signed Checklist |

* if applicable to the Obama Foundation RFP you are responding to. In some cases not all items apply.

Signature block: _____

Printed Name: _____

Title: _____ Date: _____