Ohio Works First – Work Required Activities Management

RFP Checklists: Required Documents, Attachments & Format

**

**Format:**

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| --- |
| **Email:**  |
|[ ]  Mandatory Letter of Intent to be emailed to: franklin-cdjfs-ccp@jfs.ohio.gov   |
| **System used:**  |
|[ ]   E-CImpact |
|  |  |
| **Information to be entered directly in the E-CImpact system:**  |
|[ ]  a. Agency Profile |
|[ ]  b. Board Members |
| **List of Required (R) and Program (P) Documents to be uploaded into the E-CImpact System:** |
|[ ]   1. Certificate of Professional Liability Insurance (R) |
|[ ]   2. Conflict of Interest Disclosure Form (R) |
|[ ]   3. Certificate of Good Standing- Continued Existence from the Ohio Secretary of State (R) |
|[ ]   4. Delinquent Property Tax Affidavit (R) (form provided by FCDJFS- must be Notarized) |
|[ ]   5. Employee Background Check Policy (R)  |
|[ ]   6. Financial Audit- Most Recent (R) |
|[ ]   7. Reference Letters (R) |
|[ ]   8. W-9 Form ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)) (R) |
|[ ]   9. Worker’s Compensation Certificate (R) |
|[ ]  10. Table of Organization for the Agency (R) |
|[ ]  11. Employee Licenses (if applicable) (P) |
|[ ]  12. Job Descriptions- All Positions (P) |
|[ ]  13. Partner/Subcontractor Agreements (if applicable) (P) |
|[ ]  14. Program License (if applicable) (P) |
|[ ]  15. Table of Organization for the Project (P) |
|[ ]  16. Budget (template provided by FCDJFS) |
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