Ohio Works First – Work Required Activities Management

RFP Checklists: Required Documents, Attachments & Format

**

**Format:**

|  |  |
| --- | --- |
| **Email:** | |
|  | Mandatory Letter of Intent to be emailed to: [franklin-cdjfs-ccp@jfs.ohio.gov](mailto:dssrfp@fcdjfs.franklincountyohio.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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