

**NOTICE TO PROPOSER:**  
**PLEASE REMOVE THIS SECTION FROM THE REST OF**  
**THE RFP AND SUBMIT WITH PROPOSAL**

Proposals should include the appropriate narrative and supporting materials to adequately address the evaluation criteria. Proposals not containing all items listed below may be considered non-responsive.

- 1. Proposers Checklist**
- 2. Cover Page:** Proposal must be signed and include the name, local address, telephone number, and name of the person(s) authorized to submit proposal, along with their title, telephone numbers, and email address
- 3. Statement of Qualifications and Experience** (including references)
- 4. References:** (Limit one page). Provide three (3) references from current clients of a similar size and nature to CIHA who receive similar services. Include the company name, contact name, phone number, and a description of the services provided
- 5. Staff and Equipment**
- 6. Proposal Price Form**
- 7. Addendum Acknowledgement** (if applicable)
- 8. Representation, Certifications, and other Statement of Bidders**
- 9. Documentation that the Proposer is an American Indian/Alaska Native Business Concern** (if applicable)
- 10. Federal Forms** – Representations and Certifications of Bidders, form HUD-5369A and Lobbying Certification and Disclosure