

**FISCAL YEAR 2021**

**SERVICE CONTRACTORS PROPOSAL SUBMISSION CHECKLIST**

**Deadline Date/Time: Friday, August 14, 2020 5:00 p.m.**

***Service Contractor***:



**For reference:**

**A - FY2021 Service Contractor Proposal Submission Instructions**

**B - FY2021 Direct Purchase of Service Information**

**C - FY2021 Service Contractor Proposal Submission Checklist**

**D - FY2021 Service Definitions**

**E – FY2021 DAAA Focal Points in Dallas County**

**1- FY2021 Direct Purchase of Service Application**

**2- Licenses/Bond as applicable** **3- Certificate of Liability Insurance**

** 4- Workers’ Compensation Form**

 **5- FY2021 Service Contractor Agreement – *Replace highlighted area with your service category***

** 6- W-9 Tax Payer Identification Number**

** 7- Debarment Certification**

 **8- Standard Assurances**

** 9- Data Use Agreement-Attachment 1. Subcontractor Agreement Form**

** 10- Lobbying Certification**

**11- Non-Conflict of Interest**

** 12- Child Support Certification (Required of for-profit Services Contractors only)**

**13- Attachment B-Proposed Pricing for Commonly Used Items**

 **(Health Maintenance Applicants Must Complete)**

 ** 14- New Applicants – Three References Form**

** 15- Assurances Confirmation of Receipt and Review**

***Please submit original and one copy VIA U.S. MAIL to***:

Sandra Luz/Francheska Dixon, Contracts Services Department

Community Council of Greater Dallas

Dallas Area Agency on Aging

1341 W. Mockingbird Ln., Suite 1000W

Dallas, TX 75247

**Must be delivered by mail, with ample time to be received by due date.**