

FY2021

PROFESSIONAL SERVICES PROPOSAL SUBMISSION CHECKLIST

Deadline Date/Time: Thursday, February 4, 2021 5:00 p.m.

Professional Services Applicant:

Business Name Here

For reference:

- A- *FY2021 Professional Services Proposal Submission Checklist*
- B- *FY2021 Direct Purchase of Service Information*
- C- *FY2021 DAAA Professional Services Request for Bids*
- D- *FY2021 DAAA Professional Services Bids -Submission Instructions*
- E- *FY2021 Focal Points in Dallas County*

- 1. Direct Purchase of Service Application
- 2. Texas State Board - license
- 3. Certificate of Liability Insurance
- 4. Workers' Compensation Form
- 5. DAAA Professional Services Contract
- 6. W-9 Taxpayer Identification Number
- 7. Debarment Certification
- 8. Standard Assurances
- 9. Data Use Agreement- with 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. Three References Form
- 14. Assurances Confirmation of Receipt and Review

Please submit original and one copy to:

Sandra Luz/Francheska Dixon, Contracts Dept. sluz@ccadvance.org fdixon@ccadvance.org
Dallas Area Agency on Aging
Community Council of Greater Dallas
1341 W. Mockingbird Ln., Suite 1000W
Dallas, TX 75247

Must be delivered by e-mail before deadline, after documents are reviewed you will be advised to send it by mail, (ask for postal received receipt). **When submitting the listed attachments, Keep in the order of the above checklist.**