

MassHire Franklin Hampshire Workforce Board

RFP #2020-01 Career Center Operator/Provider Services

Attachment II: Submission Checklist

1 Original Packet and 3 copies of the below

- Cover Sheet
- Narrative
- Job Description Form
- If Past/Current WIOA provider, most Recent Program Monitoring Report

1 Original Packet and 3 copies of the below, submitted separately from the narrative

- Budget
- Budget Narrative

1 Original of each document below:

- Copy of Two Most Recent Auditing Reports
- Certificate of Insurance
- Statement of Assurances
- Certificate of Lobbying Activities
- Certificate Regarding Debarment, Etc. & Instructions
- Drug Free Workplace Certification