



# REQUEST | PROPOSAL ▲ APPLICATION ▲ INFORMATION

RFP GENERAL DEFINITIONS	
<b>Budget Narrative</b>	Serves to explain how costs are estimated and justifies the need for the cost. A budget narrative may also be used to explain any unusual line items in the budget.
<b>Budget</b>	An estimate of income and expenditures for a set period of time.
<b>Conflict of Interest</b>	<p>Occurs when an individual or organization is involved in multiple interests, one of which could possibly corrupt the motivation.</p> <p>Attestation that the undersigned entity has policies and procedures in place to ensure that our Board of</p> <p>Directors/Trustees or other governing persons, officers, employees or agents responsible for the administration or delivery of MH/SA/IDD services sign a conflict of interest statement, attestation, or certification at the time of hire and annually thereafter certifying that the Board of</p> <p>Directors/Trustees or other governing persons, officers, employees or agents is free from any conflict of interest in administering or delivering Medicaid services.</p>
<b>Cover Letter</b>	A letter sent with, and explaining the contents of, another document or a parcel of goods.
<b>Curriculum Vitae (CV) / Résumé</b>	A short document that describes your education, work experience, etc.
<b>Declaration of Medicaid/Medicare Status</b>	Attestation which states an organization’s status with North Carolina State and Federal Medicaid and Medicare.
<b>Financial Statements</b>	Records that outline the financial activities of an organization. Financial statements are meant to present the financial information of the organization as clearly and concisely as possible for both the entity and for readers. Financial statements usually include: income statements, balance sheet, statements of retained earnings and cash flows, as well as other possible statements.

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<b>Fiscal Year Audit</b>	An official inspection of an organization's accounts conducted within the organization's fiscal year.
<b>Job Descriptions</b>	A formal account of an employee's responsibilities.
<b>No Overdue Tax Debts</b>	Attestation that states that an organization does not have any overdue tax debts at the federal, state or local level.
<b>Organizational Chart</b>	A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.
<b>Project Plan</b>	A description of what is being proposed and how it will be accomplished, as related to the intent of the RFP and performance measures.
<b>Request for Proposal (RFP)</b>	A solicitation made, often through a bidding process, by an agency or company interested in procurement of a commodity, service or valuable asset, to potential suppliers to submit business proposals.
<b>Timeline</b>	A schedule of activities or events; a timetable. A representation or exhibit of key events within a particular period of time, consisting of illustrative visual material accompanied by written commentary, arranged chronologically.