

Technical / Formatting and Other Application Submission Requirements

(Taken from Pages 39-40 of Request for Proposal)

Applicant **must** use either application Submission Method #1 or #2, not both.

Submission Method #1. Original and six (6) Copies:

- (a) Submit **one (1) non-bound, non-stapled proposal with original signatures**, and
- (b) **Six (6) stapled copies** of the complete application proposal (including all forms, narratives, and appendices as the original).

OR

Submission Method #2. Original, one (1) copy, and one (1) CD with entire application and all appendices:

- Submit **one (1) non-bound, non-stapled proposal with original signatures**
- **One (1) complete, stapled copy** of the complete application proposal (including all forms, narratives, and appendices as the original), and
- **Complete application, on a Compact Disc (CD) in a single PDF electronic file (Portable Document Format – www.adobe.com). The entire application, signed forms, and all appendices must be housed within a single file and must be identical to the entire original application packet. This is a scan of the entire application, as submitted. (Most copy centers can scan the application packet and save to a CD.)**
- **LABEL THE CD**

For BOTH submission methods:

1. **Application proposals submitted without the required copy(ies) will not be reviewed.**
2. **Application proposals submitted on CD (LABEL THE CD) that do not also submit the signed original and single hardcopy will not be reviewed.**
3. **Any unrequested materials and/or pages exceeding the 30 page limit for the twelve narrative components will not be reviewed.**
4. **Late applications and faxed applications will not be reviewed.**
5. Do not submit unrequested materials such as: DVDs, newspaper clippings, and/or agency manuals.
6. Do not include tabs, covers, or other items that prevent photocopying.
7. Do not bind, staple, or spiral the original application.
8. Margins- 1" –top, bottom, left and right.
9. Narrative responses **must** be:
 - in the order presented in the RFP checklist
 - double-spaced, single-sided
 - **page numbered**
 - portrait setting [see narrative requirements for information about tables that can be landscape formatted)
 - 12-point Arial font

The application narrative (i.e., components one through twelve [1 – 12]) will be no more than 30 pages in length. **Commitment letters, required forms or attachments, and appendices are not part of the 30-page maximum.**