| **Proposal Directory:** | | | | |  | | | | | | | | | | | | **Due Date & Time:** | | | | |  | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Solicitation #:** | | | | |  | | | | | | | | | | | | **Delivery Method:** | | | | | Hand  Overnight  E-mail | | | | | |
| **Delivery Address:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **E-mail Address:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| ***PROPOSAL PERSONNEL*** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Proposal Manager:** | | | | |  | | | | | | | | | | | | | | **Extension:** | | | |  | | | | |
| **Proposal Coordinator:** | | | | |  | | | | | | | | | | | | | | **Extension:** | | | |  | | | | |
| ***SECTION L INSTRUCTIONS*** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Instructions Provided:** | | | | | Yes | No | | | | | Location: | | | | | | | | | | | | | | | | |
| **Specifics from RFP:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| ***VOLUME AND SUBMISSION INFORMATION*** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Volume Number:** | |  | | | | | | | | | | |  | | | | | | | | | | | |  | | |
| **Volume Name:** | |  | | | | | | | | | | |  | | | | | | | | | | | |  | | |
| **Number of Copies:** | | O + ??? copies for submission  & O + ??? copies for backup  & 1 internal copy ??? CD labels for submission ??? CD labels for backup 2 CD labels for library  = **??? copies/??? CD labels** | | | | | | | | | | | O + ??? copies for submission  & O + ??? copies for backup  & 1 internal copy ??? CD labels for submission ??? CD labels for backup 2 CD labels for library  = **??? copies/??? CD labels** | | | | | | | | | | | | O + ??? copies for submission  & O + ??? copies for backup  & 1 internal copy ??? CD labels for submission ??? CD labels for backup 2 CD labels for library  = **??? copies/??? CD labels** | | |
| **Binder Size:** | |  | | | | | | | | | | |  | | | | | | | | | | | |  | | |
| **Page Restrictions:** | |  | | | | | | | | | | |  | | | | | | | | | | | |  | | |
| **INC in Page Count:** | |  | | | | | | | | | | |  | | | | | | | | | | | |  | | |
| **NOT in Page Count:** | |  | | | | | | | | | | |  | | | | | | | | | | | |  | | |
| **Foldouts Count as:** | | One Page | | | | | Two Pages | | | | | | | | | Not stated | | | | | | | | | | | |
| ***SOFTWARE INFORMATION*** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Submission via:** | | CDs (number of copies listed above) | | | | | | | | | | | | | | | | E-mail | |  | | | | | | | |
| **Text Package(s):** | | MS Word | | | | | | | Excel | | | | | PDF | | | | | | |  | | | | | | |
| **Graphics Package(s)** | | PowerPoint | | | | | | | Excel | | | | | Visio | | | | | | |  | | | | | | |
| ***TEMPLATE AND FORMATTING INFORMATION*** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Template Color/Name:** | | | Corporate/Name: | | | | | | | | | Task Order Proposal/Name: | | | | | | | | | | | | Requirements Proposal/Name: | | | |
| ***Proposal specific styles:*** | **Style Name** | | | | | | | | | **Font Description (no smaller than)** | | | | | | | | | **Style Name** | | | | | | | | **Font Description (no smaller than)** |
|  | Headings | | | | | | | | | Arial 10 | | | | | | | | | Tables | | | | | | | | Arial 9 |
|  | Text | | | | | | | | | TNR 11 | | | | | | | | | Graphics | | | | | | | | Arial 9 |
| **Margins:** | **Top/Bottom:** 1”OR | | | | | | | | | | | | | | **Left/Right:** 1” OR | | | | | | | | | | | **Header:** 0.7 **Footer:** 0.3 | |
| **Single-Sided** | | | | Yes | | | | No | | | | | | | Other: | | | | | | | | | | | | |
| **Line Spacing:** | | | | Single | | | | Double | | | | | | | Other: | | | | | | | | | | | | |
| **Header/Footer:** | | | | Standard | | | | Other: | | | | | | | Insert header info here | | | | | | | | | | | | |
| **Disclosure:** | | | | Standard | | | | Other: | | | | | | | | | | | | | | | | | | | |

| **Proposal Directory:** | |  | | | | | | | **Due Date & Time:** | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Solicitation #:** | |  | | | | | | | **Delivery Method:** | | | | | Hand  Overnight  E-mail |
| **Page # Instructions:** | Standard | | | | Other: | | | | | | | | | |
| **TOC/List of Exhibits:** | Standard | | | | Other: | | | | | | | | | |
| **Cross Ref Matrix:** | Yes | | | | No | | | | | | | | | |
| **Table of Acronyms** | Yes | | | | No | | | | | | | | | |
| **RFP Resume Format Provided:** | | | | | | Standard | | | | Other: | | | | |
| **RFP Past Performance Format Provided:** | | | | | | Standard | | | | Other: | | | | |
| ***BINDER REQUIREMENTS*** | | | | | | | | | | | | | | |
| **Binding Method:** | Standard | | | | Other: | | | | | | | | | |
| **Cover Instructions:** | Standard | | | | Other: | | | | | | | | | |
| **Spine Instructions:** | Standard | | | | Other: | | | | | | | | | |
| **Title Page:** | Standard | | | | Other: | | | Insert title info here | | | | | | |
| **Tabs:** | Yes | | | | No | | | | | | | | | |
| **Volume I** | | | | | **Volume II** | | | | | | | **Volume III** | | |
| List Tabs Here | | | | | List Tabs Here | | | | | | | List Tabs Here | | |
| ***OTHER PRODUCTION INFORMATION*** | | | | | | | | | | | | | | |
| **Packaging:** | | | Standard | | Other: | | | | | | | | | |
| **Labeling:** | | | Standard | | Other: | | | | | | | | | |
| **Special Paper Needed:** | | | Standard | | Other: | | | | | | | | | |
| **Alternates Accepted:** | | | Yes | No | | | **Are We Providing:** | | | | Yes | | No | |
| **Other Requirements:** | | |  | | | | | | | | | | | |