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