

5. PROPOSAL PREPARATION INSTRUCTIONS

5.1 Number of Copies

One paper original and four paper copies of the proposal must be submitted. Use of reproductions of signed originals is authorized in all application copies.

5.2 Page Size and Limitations

EXCLUSIVE OF THE REQUIRED FORMS proposals are limited to no longer than ten (10) one-sided pages. The text shall be typed single spaced, using 12 pitch type, or equivalent, and printed unreduced on 8-1/2" x 11" paper, with 1" margins minimum around the top, bottom and sides. Any information beyond the ten one-sided pages and the required forms, will not be evaluated and may result in a lower evaluation.

5.3 Proposal Format

NOTE: Proposals should contain a Table of Contents with page numbers indicated for each section.

The proposals will consist of four parts: two narrative sections, one reference section, and the required forms (see attachments.) In accordance with the Evaluation Criteria outlined in 6.2, the proposal should be compiled as follows:

- (a) Narrative section which addresses the Experience criteria as outlined in 6.2 I.
- (b) Narrative section which addresses Proposed Program Execution, as outlined in 6.2 II.
- (c) Reference section which provides sufficient information regarding past and current customers (including addresses and phone numbers) to allow for evaluation of Customer Satisfaction as outlined in 6.2 III.