**Public Health Solutions**

**Request for Proposals: Ryan White Part A Services in the Tri-County Region**

**Solicitation #: 2018.05.HIV.03.01**

**PROPOSAL FORMAT**

**Proposal Format Requirem****ents for All Service Categories**: Applicants are expected to adhere to the formatting requirements stated in the RFP.

**Check corresponding boxes to indicate adherence to the following formatting requirements**:

Each Document of the Proposal Package should be titled using the following naming convention: ***Applicant Name\_Document Title (as listed in RFP)\_TCRFP\_Date***

Proposal documents should be submitted in the format specified in the RFP *(i.e. Organization Information Cover Sheet in MS Word; Budget in MS Excel; etc.)*

Proposal Narrative must not exceed 12 pages (inclusive of tables). *Note that any text exceeding the 12-page limit will not be reviewed and evaluated*.

Proposal Narrative should be 1.5- spaced, with the exception of any required tables and any included supportive charts, which may be 1.0-spaced.

Proposal Narrative should be submitted on 8½” x 11” format.

Proposal Narrative should have 1” margins all around (headers and footers may appear outside of this margin).

Minimum font size is Times New Roman 12-point with the exception of any required tables and any included supportive charts, which may use a font no smaller than 10-point.

Each page of the Proposal Narrative, including attachments, should be consecutively numbered.

The Proposal Narrative should remain in the same sequence and format as provided; questions should not be renumbered or reordered, however the text of the question can be omitted.

Each page of the proposal should include as a header or footer the name of the organization submitting the proposal and the name of the service category that you are applying for funding.