1. **GENERAL FORMAT REQUIREMENTS**

The Proposal must meet all of the special formatting requirements identified in this Section.

**General Requirements:** The Proposer must use the Submittal Forms that are attached. Proposers are prohibited from making any formatting modifications to the Submittal Form templates. This includes, but is not limited to, the following:

* **Paper Size:** Do not change the paper size. All responses must be submitted on standard 8.5” x 11” paper.
* **Orientation:** Do not change the page orientation. All responses must use portrait layout (landscape is not permitted).
* **Margins:** Do not alter or adjust the margin sizes.
* **Font:** Do not modify the font type, size, or styling. The only approved fonts are Calibri or Arial, with a minimum font size of 11 pt. Smaller fonts may be used only within tables or images.
* **Font Color:** Only standard black font is permitted. Do not use grey tones or any colored text.
* **Backgrounds:** Do not add background colors, images, or graphics.
* **Headers & Footers:** Do not insert any headers or footers, including page numbers.
* **Template Header:** Do not modify, delete, or edit the Submittal Form header in any way.
* **Use of Color:** All documents must be submitted in black and white. The only exception is the pre-formatted header included in the VCUHS-provided template.
* **Additional Pages:** Do not add a cover page, divider pages, or section pages.
* **Page Layout:** Do not reformat any text into columns.

**Page Limits:** The Submittal Forms listed below have maximum page limit requirements. Proposers must NOT exceed the maximum page limits. Note, the page limit applies to the front side of a page only (for example, ‘1 Page’ implies that the Proposer can only provide a response on one side of a piece of paper).

**Anonymity:** The Submittal Forms listed below shall NOT contain any names that can be used to identify who the Proposer is (such as company names, company letterhead, personnel names, project names, contractor names, architect names, engineer names, subcontractor names, subconsultant names, manufacturer or supplier names, or product names). These documents must be in black/white format - color is NOT permitted. Any figures, tables, graphs, or images must also be kept anonymous, and must not have colors. Pictures are not permitted.

**Cost Information:** Cost information shall only be contained within the Pricing Schedule Submittal Form. No other document or Submittal Form may contain cost or pricing information.

|  |  |  |
| --- | --- | --- |
| **Submittal Form** | **Anonymous Document** | **Maximum**  **Page Limits** |
| Submittal Form A – Background, Declarations, & Certifications | No | n/a |
| Submittal Form B – Small Business & Supplier Diversity | No | n/a |
| Submittal Form C – Part 1: Qualifications & Experience | **YES** | **2 Pages** |
| Submittal Form C – Part 2: Approach & Schedule | **YES** | **2 Pages** |
| Submittal Form C – Part 3: Obstacles, Challenges, & Risks | **YES** | **2 Pages** |
| Submittal Form D – Pricing Schedule | No | n/a |

Any Submittal Form that does not follow these instructions may receive a ‘0’ score for the evaluated Submittal Form, or the entire response may be deemed non-responsive and rejected. VCUHS reserves the right, at its sole discretion, to modify, clarify, or adjust any Proposal to address information that may be unclear or not fully aligned with the requirements.