

22.2 FORMAT

- A. The pages of the qualifications document (including attachments) shall be numbered and not exceed **seventy-five (75) pages**. If the page limit is exceeded, the pages in excess of the limit may be removed and not evaluated.
- B. Page Limit Includes: Appendices, charts, graphs, diagrams, tables, photographs, drawings, *and only the information required to be submitted under TABS 3 through 10 as outlined in SECTION 22.3 CONTENT AND ORGANIZATION count toward the seventy-five (75) page limit.*
- C. Page 1 shall be the first page of the Letter of Submittal (TAB 3). Page 75 shall be the last page of the Project Understanding and Approach (TAB 10).
- D. What Counts as a Page? A page shall be an 8-1/2" x 11" sheet of paper (minimum of 1/2" margins). Exceptions shall include: charts, graphs, diagrams, tables, photographs, and drawings which must be folded to conform to the 8-1/2" x 11" format requirement. All pages shall be printed one side only. The background color of each page of the proposal submission shall be white or ivory stock only.
- E. Text: The SOQ must be typed. Type size must not be smaller than Microsoft Word Times New Roman 12 point font, normal proportional spacing. Text lines must be single-spaced.

22.3 CONTENT AND ORGANIZATION

- A. Offerors must meet the requirements set forth in this Section. **NOTE: Incomplete SOQs may be disqualified.**
- B. All written documentation shall be submitted in a three-ring binder separated with the respective tabs as specified below:

