

## **INSTRUCTIONS FOR SUBMISSION OF PROPOSALS**

To apply for the service included in this Request for Proposals (RFP), please submit a complete proposal consisting of the following three sections: 1) **Cover Page**, 2) **Statement of Experience and Qualifications** and 3) **Service Summary**. **Proposals must be formatted and submitted exactly as described below in order to be considered.**

Applicants must be able to demonstrate appropriate qualifications and experience for the proposed service. After review of all proposals, selected applicants will be invited to submit a detailed Program Design that meets Title 17 requirements and TCRC guidelines.

### **Instructions for Service Summary**

- Include **all** information requested in the Service Summary Content Guidelines portion of the RFP announcement for the service being proposed.
- Failure to comply with all instructions will disqualify your proposal.
- Submit in Microsoft Word (.doc or .docx) format, using the Arial font, 11 or 12 point font size.
- Limit document length to a maximum of fifteen (15) double-spaced pages, excluding the title page and table of contents. Number pages and include a Table of Contents. Single-spaced Service Summaries will be disqualified.
- Do not submit any attachments other than those specifically requested in the Cover Page, Statement of Experience and Qualifications and Service Summary Content Guidelines. Inclusion of extra attachments will cause your proposal to be disqualified.

### **Instructions for Cover Page and Statement of Experience and Qualifications Forms**

- The Cover Page and Statement of Experience and Qualifications forms are provided for your convenience following these Instructions. They are provided in PDF format. Complete and submit the forms electronically or print and scan the completed documents and submit in Adobe PDF format.

### **Instructions for Submitting the Proposal**

**PROPOSALS MUST BE RECEIVED NO LATER THAN MIDNIGHT ON  
SUNDAY, JULY 28, 2013.**

**LATE PROPOSALS AND PROPOSALS SUBMITTED BY MAIL OR HAND DELIVERED  
TO A TCRC OFFICE WILL NOT BE CONSIDERED**

Submit the Cover Page, Statement of Experience and Qualifications and Service Summary electronically via e-mail to [JUN2013RFP@tri-counties.org](mailto:JUN2013RFP@tri-counties.org). You will receive an auto-response acknowledging receipt of your submission. Please print and keep a copy of this e-mail for your records. Please do not submit any questions to this e-mail address. It is reserved for proposals only. An e-mail address for questions is provided in the next section. If you do not receive an auto response or if you do not receive a written notification of the status of your proposal from TCRC by August 1, 2013, you should contact TCRC Resource Development at 805-884-7220 and verify that your proposal was received.

**PRE-SUBMITTAL QUESTIONS & INFORMATION CONFERENCE**

A pre-submission Information Conference is scheduled on **Wednesday, July 10, 2013, from 1:30 - 3:00 PM** at the Tri-Counties Regional Center, 520 E. Montecito Street, Santa Barbara, CA 93103, in the Services & Supports conference room. All inquiries regarding this Request for Proposals must be made at the Information Conference or submitted by e-mail to [RFPQuestions@tri-counties.org](mailto:RFPQuestions@tri-counties.org) no later than 10:00 AM on July 10th, the day of the information conference. Please put "Information Conference" in the subject line of your e-mail. **Please do not submit any RFP proposals to this address. This e-mail address is reserved for questions only.**

TCRC staff will not be available to answer questions regarding the RFP after the Information Conference. To assist those of you who are unable to attend the meeting, questions and answers from the conference and those submitted by e-mail will be posted on the TCRC Website ([www.tri-counties.org](http://www.tri-counties.org)) by close of business on July 17th.