

APPLICATION INSTRUCTIONS

Updated June 21, 2012

Please adhere to the following instructions.

Required Signature(s)

The original signature of the Chief School Administrator/Officer must appear on the Application Cover Page in **blue** ink.

Checklist

Please use the Application Checklist to ensure that you send a complete application package. Incomplete applications will not be considered for review.

Submission

Applicants are responsible for making sure the application package is complete based on the included Application Checklist. All requirements, as detailed in the RFP, must be received at NYSED no later than July 2, 2012 by 5:00 PM:

- One (1) original and four (4) copies of the application (in the format described in RFP) labeled - RFP #GT-16.
- One (1) CD or flash drive containing a copy of the application in Microsoft Word (.doc) format or portable document format (.pdf). Include all appendices, MOUs (if applicable), and attachments on the CD or flash drive.

The mailing address for all the above documentation is:

NYS Education Department
Bureau of Fiscal Management
Contract Administration Unit
89 Washington Avenue, Room 505W EB
Albany, NY 12234

ATTN: Lynn Caruso, RFP #GT-16

(Facsimile or emailed copies of the proposals are NOT acceptable)

Please note:

If the Statement of Joint Commitment or technical submission do not meet the mandatory requirements, the application will be rejected.

Guidelines: Page Limits and Standards

Please use the instructions below as guidance when formatting the application:

- Page limits are indicated in the Application Guidance section and should be used as a guideline.
- A page is 8.5" x 11" (on one side only) with one-inch margins (top, bottom, and sides). Charts/tables are not required to adhere to this standard.
- Double space all text in the proposal narrative; double space between titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, figures, and graphs.
- Use a Times Roman or Arial font in a 12-point size.
- Include page numbers.
- Each page should include a header with the applicant's name.