## Request For Bids For County Substance Abuse Prevention Services FY 2014

## Amendment #1

Effectively immediately, the Division of Behavioral Health Request For Bids (RFB) County Substance Abuse Prevention Services FY 2014 is amended in the following manner by the addition of item E. Technical Requirements to Section VI:

## VI. EVALUATION CRITERIA

## E. TECHNICAL REQUIREMENTS

- Application documents must be submitted in a single zipped file (preferred) or single PDF file format, no larger than 20MB, and emailed per the instructions outlined in Section III. ADMINISTRATIVE MATTERS. Shortcuts or links to application documents will not be accepted and shall result in documentation rejection, which may result in rejection of the application.
- 2) Applications must follow the format delineated herein:

Aspect	Requirement
Format	Documents must be created in MS Office Word or Excel. MS Office 97-2003 format is the minimum product accepted. 8 ½ x 11 format must be used for all pages.
Length	There is no page limit for the narrative sections.
Font size	<b>TYPEWRITTEN</b> . Applications must be in a minimum of 12 point font. A smaller font may be used for tables, figures or maps.
Header or Footer and Pagination	Insert a header or footer that identifies the applicant name, page number and the RFB number. All pages are to be sequentially numbered (1, 2, 3) inclusive of all documents at the bottom or top of each page, including the cover page, maps, charts, budget pages, tables, and appendices or attachments; and beginning with the cover page as number one. If applicant is submitting an audit report (if required from RFP section 3.04), this audit appendix does not need to be included in the sequentially numbered appendices.
Signature on Cover Page	The cover page (page 1 of Attachment A) must be complete and contain electronic signatures by an individual authorized to obligate the county board of supervisors.
Minority Impact Statement	The minority impact statement must be complete and contain an electronic signature by an individual authorized by the applicant agency.
Application content	Failure to adhere to prescribed instructions, technical requirements, format, or application content may result in disqualification (rejection) of the application.

- 3) Do not submit promotional materials. Promotional materials or items other than required by this RFB will not be considered during the review process.
- 4) Any information or materials submitted separately from the application will not be considered in the review process.