



Notice of Request for Proposals (RFP)
For
Independent Audit Services
For Fiscal Years ending
June 30, 2024, 2025, 2026

Issued for:
First 5 Yolo Children and Families Commission
2779 Del Rio Pl, Unit A
Davis, CA 95618

Proposal Responses Due:
5:00 PM
March 29, 2024

RFP Coordinator: Victoria Zimmerle
(530) 419-2422
vzimmerle@first5yolo.org

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I. INTRODUCTION

A. STATEMENT OF PURPOSE

First 5 Yolo Children and Families Commission (First 5 Yolo) is requesting proposals from qualified independent certified public accountants licensed to practice in California to provide independent audit services for First 5 Yolo per the scope of work, as outlined in this RFP.

The primary purpose of these services is to examine the financial statements, in accordance with Government Auditing Standards, for the fiscal years ending June 30, 2024, 2025, and 2026, with the option to extend the contract for two (2) additional twelve (12) month periods.

Proposers who submit a response to this RFP must have the ability to meet the requirements, including the terms and conditions contained in this RFP.

B. SYNONYMOUS TERMS

As used throughout this proposal and its attachments, the following terms are synonymous:

1.
 - a. Supplier, Vendor, Contractor
 - b. Purchase Order, Contract, Agreement
 - c. Services, Work, Scope, and Project
 - d. Bidder, Offeror, Proposer

2. "F5Y", "First 5 Yolo", and "Commission" refer to First 5 Yolo Children and Families Commission.

C. SCOPE OF WORK

1) GENERAL DESCRIPTION:

- A. First 5 Yolo was established on January 8, 1999 pursuant to State of California Health and Safety Code §130140 and in accordance with the provisions of the California Children and Families Act of 1999 and Yolo County Ordinances 1231, 1233, 1238, 1247 and 1435. First 5 Yolo is an agency of the County of Yolo with certain independent authorities. Its mission is to assist our community to raise children who are healthy, safe, and ready to learn. For FY2023-24, the Commission's budget is approximately \$5.3 million.

F5Y is governed by 9 Commissioners appointed by the Yolo County Board of Supervisors including one representative from each supervisorial district (5 members). The Commission Chair is a member of the Yolo County Board of Supervisors. The Commission appoints an Executive Director to oversee Commission operations.

- B. The Deputy Director oversees fiscal operations for the Commission including compilation of the financial statements, facilitating the annual independent audit, accounting activities and interface with the County of Yolo Department of Finance Services (YC DFS). YC DFS is an integral component of F5Y's internal controls.
- C. F5Y adheres to the accounting principles, standards, and procedures prescribed by the Government Accounting Standards Board (GASB) and the State Controller's Office.
- D. F5Y's general ledger is maintained on the County of Yolo's Enterprise Resource Planning (ERP) software product created by Lawson known as *Infor CloudSuite*. Expenditure and revenue detail is broken down within the Commission's single fund and budget unit and by cost centers within the budget unit.
- E. While the Commission maintains a small office space, staff may work remotely as needed or desired and all Commission records are maintained electronically.
- F. Copies of the prior fiscal years' financial reports are available on F5Y's website: <https://first5yolo.org/partners/apply-for-funding>

2) Audit Services Requested

F5Y is seeking proposals to provide the following audit services for the fiscal years ending June 30, 2024, 2025, and 2026, with the option to extend the contract for two (2) additional twelve (12) month periods:

- A. Audit of the Commission's Financial Statements: Express an opinion as to the fair presentation of the financial statements of the Commission in accordance with Generally Accepted Accounting Principles, Generally Accepted Auditing Standards, Governmental Auditing Standards, and applicable laws and regulations. In addition, the audit must include the expanded audit requirements contained in the Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act (First 5 Program), issued by the Office of the Controller of the State of California, Malia M. Cohen, California State Controller, August 2023.
- B. Audit of the Commission's Schedule of Expenditures of Federal Awards (Single Audit): Conduct annual audits of Federal awards including all financial and compliance audit requirements of the provisions of the federal Single Audit Act (including all amendments) and applicable United States Office of Management and Budget circular(s).
- C. Compile and Prepare the Commission's Financial Statements (*optional for Commission*): compile and prepare the Commission's financial statements, notes to the financial statements, required supplementary information, and supplemental schedules.

3) VENDOR MINIMUM REQUIREMENTS:

All proposers must at a minimum affirm that:

- a. The Proposer is properly licensed to practice as a certified public accountant in California and to perform audits of governmental entities.
- b. The Proposer meets the requirements of Government Auditing Standards published by the U.S. Government Accountability Office.
- c. The Proposer does not have a record of substandard audit work and is in good standing with the California State Board of Accountancy.
- d. The Proposer has provided audit services to local governments for at least five years.

4) AWARDED CONTRACTOR REQUIREMENT:

- a. The successful Awarded contractor must supply all insurance requirements as required in Attachment 1, Yolo County Insurance Requirements.
- b. **CONTRACT TERM:** Contractor agrees to provide awarded services as specified in the RFP document for a period of three years. The agreement may be extended by mutual consent for two (2) additional twelve (12) month periods. Pricing shall remain firm for the initial three (3) year term.

D. PROPOSAL DEADLINE

Proposals shall be submitted no later than the Proposal Deadline time and date detailed in the Section II, RFP Schedule of Events. Proposers shall respond to the written RFP and any exhibits, attachments, or amendments. A Proposer's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified. Late proposals shall not be accepted nor shall additional time be granted to any potential Proposer.

E. SUBMITTING PROPOSALS

Proposals must be submitted electronically via email to Victoria Zimmerle (vzimmerle@first5yolo.org) with a subject line including the proposing firms name and "Proposal for Audit Services." It is the sole responsibility of the proposer to ensure their proposal reaches First 5 Yolo before the closing date and time. If you have any questions regarding the submittal of this proposal, please contact the RFP Coordinator. Late proposals shall not be accepted nor shall additional time be granted to any potential Proposer.

F. ADDENDA

Any additional information not included in this solicitation which the Commission finds necessary and material to responding to the RFP will be posted as an addendum on First 5 Yolo’s website, including answers to questions received.

II. SCHEDULE OF EVENTS

The following RFP Schedule of Events represents F5Y’s best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 5:00 p.m., Pacific Time.

F5Y reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be provided to all vendors via F5Y’s website. F5Y is not responsible for failure of the prospective Bidders/Offerors to check for any RFP document updates, changes, or answers to questions posted on F5Y’s website. Failure to periodically check the website will be at the Bidder’s/Offeror’s sole risk.

	EVENT	DATE	TIME
1	F5Y Issues RFP	February 12, 2024	
2	Deadline for Questions	March. 16, 2024	5:00pm PST
3	County Issues Responses to Written Comments	ongoing	
4	Deadline Proposal Due	Mar. 29, 2024	5:00pm PST
5	F5Y Completes Initial Evaluations	Apr 15, 2024	
6	Anticipated Contract Start Date	June 1, 2024	

III. GENERAL INSTRUCTIONS AND INFORMATION

A. RFP COORDINATOR

The following RFP Coordinator shall be the main point of contact for this RFP:

Victoria Zimmerle, Deputy Director
First 5 Yolo
2779 Del Rio Place, Unit A
Davis, CA 95618
vzimmerle@first5yolo.org

B. COMMUNICATIONS REGARDING THE RFP

Upon release of this RFP, all vendor communications concerning this procurement must be directed to the RFP Coordinator named above. Unauthorized contact regarding the RFP with other F5Y employees or members of the Commission may result in disqualification.

Questions concerning this proposal, including specifications, requirements, terms and/or conditions of a solicitation, etc. should be submitted solely in writing to the RFP Coordinator.

Any oral communications shall be considered unofficial and nonbinding on the Commission.

Any irregularities or lack of clarity in the RFP should be brought to the attention of the Commission for correction or clarification.

C. PROPOSAL PREPARATION COSTS

The Commission shall not pay any costs associated with the preparation, submittal, or presentation of any proposal.

D. PROPOSAL WITHDRAWAL

To withdraw a proposal, the Vendor must submit a written request, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted proposal, the vendor may submit another proposal at any time up to the deadline for submitting proposals.

E. PROPOSAL AMENDMENT

The Commission shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless the County formally requests such in writing.

F. PROPOSAL ERRORS

Proposers are liable for all errors or omissions contained in their proposals. Proposers shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

G. PROHIBITION OF PROPOSER TERMS & CONDITIONS

A Proposer may **not** submit the Proposer's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the County, at its sole discretion, may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

H. ASSIGNMENT AND SUBCONTRACTING

The Contractor may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the Commission. The Commission must approve each subcontractor in writing. The substitution of one subcontractor for another may be made only at the discretion of the Commission and with prior, written approval from the Commission.

Notwithstanding the use of approved subcontractors, the Proposer, if awarded a contract under this RFP, shall be the prime contractor and shall be responsible for all work performed.

Contractor shall require each of its subcontractors of any tier to carry the aforementioned coverage, or Contractor may insure subcontractors under its own policy.

I. PROPOSAL OF ADDITIONAL SERVICES

If a Proposer indicates an offer of goods or services in addition to those required by and described in this RFP, these additional goods or services may be added to the contract before contract signing at the sole discretion of the Commission.

J. INDEPENDENT PRICE DETERMINATION

A proposal shall be disqualified and rejected by the Commission if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other Proposer, a Commission employee, or any Competitor.

K. INSURANCE

The successful Contractor will be required to provide and maintain insurance as required and listed in Exhibit "A" before commencing work on the contract.

L. LICENSURE

Before a contract pursuant to this RFP is signed, the Proposer must hold all necessary, applicable business and professional licenses. The Commission may require any or all Proposers to submit evidence of proper licensure.

M. RFP AMENDMENT AND CANCELLATION

The Commission reserves the unilateral right to amend this RFP in writing at any time. The Commission also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued it shall be provided to all proposers via the First 5 Yolo website. Proposers shall respond to the final written RFP and any exhibits, attachments, and amendments.

N. RIGHT OF REJECTION

The Commission reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.

Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable State and County laws and regulations. The Commission may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

The Commission reserves the right, at its sole discretion, to waive variances in proposals provided such action is in the best interest of the Commission. Where the Commission waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the proposer from full compliance with the RFP. Notwithstanding any minor variance, the Commission may hold any Proposer to strict compliance with the RFP.

O. DISCLOSURE OF PROPOSAL CONTENTS

All proposals become the property of the Commission, which is a public agency subject to the disclosure requirements of the California Public Records Act (CPRA, California Government Code §6250 and following). The CPRA contains limited exemptions. If you contend that any documents, as defined by the CPRA, are confidential or proprietary material and exempt from CPRA, these documents shall be clearly marked "Exempt from CPRA." Proposer shall defend, indemnify and hold the Commission harmless against any claim, action or litigation (including but not limited to all judgments, costs, fees, and attorney's fees) that may result from denial of a CPRA request. If Proposer does not respond to a CPRA request or agree to do so within five (5) days, the Commission may disclose the requested information under the CPRA."

P. PROPOSAL EVALUATION PROCESS

The evaluation process is designed to award the procurement to the Proposer with the best combination of attributes based upon the evaluation criteria.

The Commission reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing.

The Commission also reserves the right, at its sole discretion, to interview RFP respondents to assist the County in its evaluation process.

Q. AWARD OF PROPOSAL

Award will be made to the Proposer offering the most advantageous proposal after consideration of all Evaluation Criteria set forth below. This criterion is not listed in any order of preference. The County reserves the right to establish weight factors that will be applied to the criteria depending upon the order of importance. The Commission shall not be obligated to accept the lowest priced proposal but will make an award in the best interests of the Commission after all factors have been evaluated.

Award Evaluation Criteria:

- 1) Reasonableness of Costs
- 2) Qualifications and Experience with comparable government engagements
- 3) Delivery Schedule
- 4) Demonstrated Competence
- 5) Proposer's Understanding & Approach to the Project
- 6) Customer References
- 7) Quality and Completeness of Submitted Proposal

R. AWARD PROCESS

The Commission reserves the right to make an award without further discussion of any proposal submitted. Each proposal should be initially submitted on the most favorable terms the proposer can offer. The Commission reserves the right to negotiate and/or include a best and final offer stage to the process.

Notwithstanding, the Commission reserves the right to add terms and conditions, deemed to be in the best interest of the county, during final negotiations. Any such terms and conditions shall be within the scope of the RFP and shall not affect the basis of proposal evaluations and will be incorporated in a purchase order.

The Commission reserves the right, at its sole discretion, to negotiate with the apparent best evaluated Proposer.

IV. TERMS AND CONDITIONS

A. QUALIFICATIONS/INSPECTION

Proposals will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The Commission reserves the right to inspect the Proposer's facilities, equipment, personnel, and organization at any time, or take any other action necessary to determine Proposer's ability to perform. The RFP Coordinator reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform.

B. NON-WAIVER

The Commission's failure to address errors or omissions in the proposals shall not constitute a waiver of any requirement of this RFP by the Commission.

C. FEDERAL, STATE, AND LOCAL LAWS

The successful proposer must operate in conformity with all applicable, federal, state, and local laws, ordinances, orders, rules, and regulations pertaining to work. It is the responsibility of the awarded proposer to ensure that all permits and/or licensees required for operation are valid and current. Failure to comply with this provision may be cause to cancel any contract awarded, and award will be made to the next lowest, responsive, responsible proposer.

D. GOVERNING LAW

If an award is made, the contract will be made in the County of Yolo and shall be governed and construed in accordance with the laws of the State of California. Any action relating to the Contract shall be instituted and prosecuted in the courts of Yolo County, California.

E. NON-DISCRIMINATION

There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under any resulting contract.

F. ADDITIONAL PURCHASES

Following the award, the Commission may dispense with separate bidding for additional purchases of like item(s) from the successful Proposer within a twelve (12) month period from the initial purchase date provided that the Vendor agrees to provide the like item(s) at the same discounted price and under the same terms and conditions as the previous award.

G. EXTENSIONS

The Commission reserves the right to extend any contract past the end term date upon mutual agreement and under the same pricing, terms and conditions for continual service and supplies while a new contract is being solicited, evaluated and/or awarded for a period not to exceed six (6) months.

H. PRICE ESCALATION

All prices are firm for a period of three (3) years from the date of award. The Contractor may raise prices in accordance with the California Consumer Price (CPI-W, US City Average, All Items; NSA) Index for each of the allowable one (1) year extensions. The increase in price shall remain firm for the renewal term. The Commission reserves the right to accept or reject the request for a price increase within ten (10) business days of the written request.

I. INVOICES AND PAYMENT TERMS

Invoices are to be submitted electronically to accounts payable@first5yolo.org. All invoices must include the contract number and service description. Failure to comply may result in delayed payments.

The Commission will make payment on a Net 30-day basis. The payment term shall begin on the date a correct invoice is received by the Commission.

J. DEFAULT

In case of default by the awarded proposer, the Commission may procure the goods or services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected proposer, or by any other legal means available to the Commission. The Commission may also ban selected proposer up to two years from future solicitations for default.

K. TERMINATION FOR CONVENIENCE

The Commission reserves the right, in its best interest as determined by the Commission, to cancel any contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.

L. CANCELLATION FOR UNAPPROPRIATED FUNDS

The obligation of the County for payment to a Commission is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

M. ASSIGNMENT/TRANSFER/SUBCONTRACTING

Awarded Contractor shall not assign, transfer, or subcontract any portion of the contract without the express written consent of the Commission. Any award issued pursuant to this RFP, and the monies, which may become due hereunder, are not assignable without the prior written approval of the Commission.

N. PROTESTS

The County encourages Suppliers to resolve issues regarding requirements or the procurement process through written correspondence and discussions. The County is committed to fostering relationships with its Suppliers to encourage an ongoing pursuit to fulfill requirements.

5) Protest Procedures:

All protests shall be typed under the protester's letterhead and submitted in accordance with the provisions stated herein. Protests may be submitted by mail or by electronic mail. Protests submitted by facsimile will not be accepted. All protests must be addressed and submitted to both the RFP Coordinator of this solicitation and the Executive Director. All protests shall include at a minimum the following information:

- a. The name, address, and telephone number of the Protester;
- b. The signature of the Protester or Protester's representative;
- c. The solicitation title and due date;
- d. Name of Commission employee designated as the RFP Coordinator;
- e. Identification of the statute or procedure that is alleged to have been violated;
- f. A detailed statement identifying the legal and/or factual grounds of the protest and all documentation supporting the vendor's position;
- g. The form of relief requested.

The contact information for the Manager of Procurement is as follows:

Gina Daleiden, Executive Director
First 5 Yolo
2779 Del Rio Pl, Unit A
Davis, CA 95618
gdaleiden@first5yolo.org

Protester's failure to comply with these procedures shall constitute a waiver of any right to further the RFP Protest and shall constitute a failure to exhaust administrative remedies.

The Executive Director will review the materials in connection with the protest, assess the merits of the protest, and provide a written decision on the protest. The Executive Director's decision is final.

If it is determined the protest is frivolous, the party originating the protest may be determined to be irresponsible and may be ineligible for future contracts.

6) Protest of RFP Specifications/Requirements/Terms & Conditions:

Companies who are concerned regarding irregularities or lack of clarity in specifications, requirements, terms and/or conditions of a solicitation should be brought to the attention of the Commission. Notice shall be provided prior to the closing date and time of the designated "question and answer period" of the proposal noted above in the Section II. Schedule of Events Chart, item#2 Deadline for Questions.

Notice must be clearly marked "**Notice of Protest of Specifications/Requirements/Terms & Conditions**". No requests for protests of solicitation specifications, requirements, terms and/or conditions shall be considered after the deadline stated above.

Companies who fail to do so forfeit all rights to protest a solicitation or any subsequent award based on the specifications, requirements, terms or conditions of this solicitation. In the event of the protest for specifications, requirements, terms and/or conditions is denied and the protester wishes to continue in the solicitation process they must still submit a bid/proposal prior to the close of the solicitation.

7) Protest of Disqualification:

Initial evaluations will determine if proposals have met the minimal requirements as indicated in this RFP. Notices will be sent to all companies who have been disqualified for not meeting the minimal requirements. Should a company disagree with the determination, notice of disagreement must be received within five (5) working days of date of notice identifying areas that are in question and how the company met the minimal requirements. Notice must be clearly marked "**Notice of Disagreement**". Companies who fail to do so forfeit all rights in the protest process. It is at the Commission's discretion to make final determinations for all disqualified protests.

8) Protest of Award of Contract:

In protests related to the award of a contract, the protest must be received by e-mail or hard copy no later than 4:00 PM Pacific Time five (5) business days after the notice of the proposed contract. Notice must be clearly marked "**Notice of Protest of Award of Contract**". A review may be granted if the protest is received within the specified time and the firm/person submitting the protest is a Bidder/Offeror.

Throughout the review process, the Commission has no obligation to delay or otherwise postpone an award of a contract based on a protest.

V. INSTRUCTIONS FOR COMPLETION OF PROPOSAL

A. SUBMITTING PROPOSALS

The preferred method of submitting your proposal is electronically to the RFP Coordinator.

It is the sole responsibility of the proposer to ensure their proposal reaches First 5 Yolo before the closing date and time.

Late proposals shall not be accepted nor shall additional time be granted to any potential Proposer.

B. REQUIRED PROPOSAL SUBMITTALS

The submittals requested shall be included with the proposal response. Failure to include required submittals may be cause for rejection of your proposal. The following are required for your proposal to be considered and must be labeled with the following:

- 1) Exhibit "A" Proposal Transmittal Letter
 - a. Name and address of Proposer/Contractor.

- b. A statement that the proposal is in response to this Request for Proposal (RFP).
 - c. Affirm that the Proposer meets the minimum qualifications stated in this RFP and understands the work to be done. Provide a statement demonstrating your firm or team's ability to accomplish the scope of services in a comprehensive and thorough manner to meet the needs of the County.
 - d. State the names of the persons who will be authorized to make representations for the Proposer, their job titles, addresses, telephone numbers and e-mail addresses.
 - e. The name, title and signature of the individual who is authorized to commit the contractor to the proposal. State that the person signing the letter is authorized to bind the Proposer.
- 2) Exhibit "B" Proposal Profile, Qualifications, and Experience
- a. State whether the firm is local, regional, national, or international.
 - b. State the location of the office from which the work is to be done and describe the staff composition and organization of this office.
 - c. Describe all services provided by the local office including available expertise.
 - d. Describe support available from other offices, if any.
 - e. Identify the partners, managers, and staff who will work on the audit including education and experience of each. Include any licensing and certifications that are held by this team.
 - f. Describe recent audit engagements for local California governments, including First 5's whose budgets are between \$3,000,000 and \$8,000,000.
 - g. Provide documentation summarizing Proposer experience over the past five years in performing similar services for public entities including any experience completing audits remotely.
 - h. Provide all licensing and certifications held by your firm.
- 3) Exhibit "C" Audit(s) methodology, approach, and use of information technology tools
- a. Describe the firm's understanding of the audit services to be provided.
 - b. Describe the approach to the engagement.
 - c. Describe an overall work plan with timeline to meet F5Y's statutory requirement to submit the finalized audit by October 31, annually.
 - d. Describe what I.T. tools, if any, the firm will utilize to increase efficiencies and reduce redundancies.
 - e. List any resources you expect the Commission to provide.
- 4) Exhibit "D" Copy of most recent peer review in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants.
- 5) Exhibit "E" Proposal Cost Worksheet

- a. For each fiscal year, state the total hours and hourly rate required by staff classification and the resulting all-inclusive not-to-exceed maximum fee for each of the components of Section C-2:
 - i. Audit of the Commission's Financial Statements
 - ii. Single Audit of the Commission
 - iii. Compile and Prepare the County's financials, notes, supplementary information, and schedules of the ACFR
- b. To the extent rates and fees are expected to vary for other auditing or accounting services, explain how and to what extent rates and fees will vary and provide a detailed fee schedule.

6) Exhibit "F" References

- a. Provide at least three references for comparable government engagements over the past five (5) years.
- b. For each reference listed provide the name of the organization, dates for which the services were/are being provided, type of services being provided and the name, address, telephone number, and email address of the responsible person within the reference's organization. The County reserves the right to contact any or all of the listed references regarding the audit services performed by the Proposer.

7) Exhibit "H" Non-Collusion Non-Conflict of Interest Statement

Authorized person to sign & return with their proposal

C. PROPOSAL FORMAT AND CONTENT

The Proposer(s) are required to prepare their written proposals in accordance with the instructions outlined below. Deviations from these instructions may be construed as non-responsive and may be cause for disqualification. Emphasis should be placed on accuracy, completeness, and clarity of content.

The format and content of the Proposal are as follows:

- 1. If provided, **use any forms included in the Exhibits** as well as the requirements listed above. All other submitted pages are to be single-spaced typed pages with one-inch margins.
- 2. Identify the Exhibit Category of the proposal, Proposal number and Proposer name on every page submitted.
- 3. All pages must be numbered sequentially.