**Formatting Requirements for Consultant’s Appendix A**

**(Scope of Services):**

If the consultant prefers to use their own Appendix A (Scope of Services) instead of the Scope of Work included in the RFP, we request the Appendix A (Scope of Services) follows the requirements as follow:

* Prime and Subconsultant scope of services included as one standalone .doc or .docx
* Arial 10 Font
* Single Space
* No section breaks, page breaks are allowed
* No tables, graphs, or pictures, etc.
* No company header/footer, including company logos
* No hyperlinked table of contents
* Dynamic numbering is okay but no bullet points or arrows
* Include the RFP or contract number in the header

-For RFP contracts the contract number is developed as follows:

-Letter indicating type of contract, P for project specific, O for on-call, OT for other, SP for small purchase

-First 2 digits are the year

-Next 2 digits are the month advertised

-Last 2 digits are the item number

* Dynamic numbering is okay but no bullet points or arrows

Please follow the general organization of Work Breakdown Structure on our proposal and contracts website.