

PRINCE GEORGE'S COUNTY ECONOMIC DEVELOPMENT CORPORATION
 WORKFORCE SERVICE DIVISION
 DEPARTMENT OF ADMINISTRATION AND CONTRACTS
 1801 McCormick Drive, Suite 400
 Largo, Maryland 20774

FORMS SUBMITTAL LIST BY VOLUME

FOR RFP: _____

VOLUME I: TECHNICAL

1 Technical Proposal	Not to exceed 20 pages
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VOLUME II: CORPORATE

2 Cover Sheet	Duly Signed
3 Relevant Corporate Experience	Not to exceed 5 pages with at least 3 Letters of Support
4 Corporate Financial Condition	ALL 17 parts
5 Past Performance	Not to exceed 3 similar project references AND list any terminated contracts

VOLUME III: STAFFING & MANAGEMENT

6 Staffing Requirements	Not to exceed 2 pages
7 Key Personnel	Not to exceed 2 pages AND with all Key Personnel resumes
8 Staff Development	Schedule

VOLUME IV: COST/PRICING

9 Cost Proposal	With Budget Summary of Cost Worksheet AND CD-ROM
10 Cost Allocation Plan	With Salary Detail Cost Estimate