Revision: Last Updated: Original 12/17/98

# **Appendix I-** Forms & Templates

## Contents

## Introduction

#### AdobeAcrobatAutomatedforms

- Professional Services Authorization Request Form
- Professional Services Processing Checklist
- M/W/DVBE Status Disclosure Form
- Form 11 Contract Attachment
- Design Review Routing Sheet
- Letter of Transmittal

## MicrosoftExcelTemplates

- Consultant Evaluation Rating Form
- Consultant Evaluation Summary Form
- Fee & Manhour Proposal Worksheets
- + Invoice Template
- + Progress Report Template
- Preliminary Cost Estimate Template

### MicrosoftWordTemplates

- Design Review Comments Form
- + Request for Proposal Boilerplate
- + Contract Boilerplates
  - + Terms & Conditions
  - + Scope of Services (see also Appendix J)
  - + Schedule & Deliverables
  - + Budget (see also Appendix B)

## • Other Forms (Printable only)

- Consultant Prequalification Vendor Information Form
- Federal Form 254 (RFQ Questionnaire)
- Federal Form 255 (RFP Questionnaire)
- County RFQ/RFP Questionnaire (combines some of 254 & 255)

Note: Forms and Templates proceeded with a plus sign (+) are not included in the printed appendix. Please read the introduction on the following page for further clarification.