

Attachment A to UIPL No. 34-91

STATE PROPOSAL FORMAT  
OUTLINE

A. Executive Summary

1. Amount Requested
2. Project Title: QC Program Improvement Implementation
3. Proposal Abstract
  - a. What is to be accomplished and start-up and ending dates of the project
  - b. Description of softwareprogramming needs

B. Amount Requested and Purpose

1. List equipment and software to be purchased (include one-time costs of new or revised forms necessary for implementation)
2. Provide an in-depth description on each phase of the implementation process

C. Supporting Materials

States having informational material which, in their opinion, will enhance the content of the proposal have the option to attach such material to the proposal.

D. Contractor Assistance

Any proposal which includes project funds to be paid to an outside contractor must include:

A brief statement of work, a work schedule, and an estimate of level of contractor effort stated in terms of full-time-equivalent positions and contractor costs.

The specific period of performance for which funding is requested. This information may be included in or attached to the request.