

**21ST CENTURY CENTERS OF EXCELLENCE
PROPOSAL SUBMISSION
FREQUENTLY ASKED QUESTIONS**

1. Is there a specific format for the cover letter?

There is no specific format for the cover letter. However, it should contain at least those items outlined in the RFP, such as name of the proposal, signature of the Institutional CEO, and a statement attesting that the institution's internal process for review and selection is in place and has been duly applied.

2. Should we submit a cover letter for each proposal or should we submit one cover letter that contains the names of all of the proposals being submitted by our institution?

Each proposal should have its own cover letter, and each should be signed by the Institutional CEO. We anticipate that cover letters will contain clarifying and substantive information related specifically to each proposal (such as confirmation of collaborating institutions). It will minimize confusion and ease administration to have that information distinctly presented for each proposal, apart from other submissions.

3. In what manner should the proposal(s) be submitted? What does submission of electronic proposals entail?

Each proposal submission should take place via electronic media, with a cover letter. Sixteen (16) discs (CD or DVD) per proposal are to be mailed in. Each proposal should be placed on a separate disc, and each disc should contain both the .pdf and Word versions of the full Proposal Package. Filenames should clearly indicate file content, and all .pdf documents should be prepared in ADA-accessible format, suitable for web posting. For those institutions submitting more than one proposal, only one proposal should be included per disc. Submit all materials comprising the Proposal Package so that they are received **no later than 5:00 p.m. EST on December 3, 2007** to:

Dr. R. E. LeMon, Vice Chancellor, Academic and Student Affairs
Board of Governors, State University System of Florida
Florida Education Center, Suite 1614
325 West Gaines Street
Tallahassee, Florida 32399

4. *Do you expect all proposals from the same institution to arrive at the same time, in one package?*

It would be preferable for all proposals from the same institution to arrive at the same time. However, if a proposal (or an entire package of proposals) is **not** received in the Board of Governors' Office by the formal deadline of **no later than 5:00 p.m. EST, on December 3, 2007**, it will be deemed ineligible. Accordingly, a determination should be made by the submitting institution as to whether there may be a need for separate mailings.

5. *Is there a specific format for the summary information/ proposal cover page?*

There is no specific format for the summary information/ proposal cover page (referenced on page 7 of the RFP, under C. Proposal Format, 1. Summary Information). However, it should contain at least those items outlined in the RFP, including the name and address of the principal offeror; title of proposal; concise abstract (50 words); names, phone numbers, and e-mail addresses of the principal technical and business personnel; date of submission; period of performance (base effort and option(s)), and total cost (base effort and option(s)). Please remember that the summary information/ proposal cover page is to be submitted in addition to the hard-copy cover letter signed by the Institutional CEO for each proposal.