



COMMONWEALTH of VIRGINIA

Virginia Board for People with Disabilities

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January 7, 2011

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Request for Proposals: RFP # 11-239  
Commodity: Publishing and Editorial Services  
Dated: December 22, 2010  
For Delivery To: Virginia Board for People with Disabilities  
Proposal Due: January 21, 2011  
Pre-proposal Conference: N/A

The above is hereby changed to read:

Reference Page 4, Section 4: After the last requirement 4.7, add the following requirements:

4.8 The Contractor will format the Assessment document utilizing the agency's internal Formatting Guideline, see attachment, in conjunction with American Psychological Association (APA) Publication Manual (Sixth Edition). The Contractor shall work with the agency to identify and mutually agree to format/style changes.

4.9 The files provided to the Agency by the Contractor shall meet 508 accessibility standards.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Very truly yours,

James H. Gregory  
Contract Officer  
Phone: 804-662-7516  
Email James.Gregory@drs.virginia.gov

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

## FORMATTING CHAPTER(S)

### VBPD 2011 Assessment of the Disability Services System in Virginia

#### MARGINS:

- 1 inch all around
- Indent each paragraph by 0.5" (Click Format, then Paragraph, then Special, then First Line, 0.5")
- Indent each Bullet in a list at exactly 0.5 pts. [0.5 inches?] (block indent)

#### Header and Footer:

- **Headers alternate.** For 1<sup>st</sup> page of chapter, header should be [*in blue font for emphasis*]:  
2011 Assessment Virginia Board for People with Disabilities  
  
Header for 2<sup>nd</sup> page should be:  
Virginia Board for People with Disabilities 2011 Assessment
- **Footers also alternate** between ...  
1<sup>st</sup> page = Chapter Title Page Number  
2<sup>nd</sup> page = Page Number Chapter Title

#### FONT:

- Chapter titles (e.g., VI. Health) = Times Roman Bold, 18 pt. font size
- All Section titles (e.g., A. What are Health Services?) = Times Roman Bold, 14 pt. font size
- Text, Headers and Footers = Times Roman, 12 font size
- Use of Arial 10 pt. or Times Roman 11 pt. font is permissible for Figures or Charts for data and for the rare data Table [Note: Very simplistically, a Figure does not use lines or have cells, while a Table does]. Table notes should be single-spaced and can be in a smaller font (no smaller than 8 pt.). Table headers are in small caps, bold of the font face/size used for the table.

#### LINE SPACING: Our goal is a document that is "easy on the eye" but that does not have empty space and more reasonable length.

- Entire text should be set at 15 pt. Line Spacing – NOT single space.
- 12 pt. line spacing between paragraphs
- 18 pt from end of one section (last line of text) to title of next section.
- For Lists using BULLETS –
  - Generally, use only 6 pt spacing between bullets (0.6 "after" line);
  - Discretion can be used for short lists that are bulleted for emphasis by using single spacing.
  - When a list includes primary and 2ndary bullets, using 12 pt spacing between "sub-sections is preferable for readability.

## FORMATTING CHAPTER(S)

### VBPD 2011 Assessment of the Disability Services System in Virginia

#### LINE SPACING (continued):

- Quotations of more than 3 lines in length **must** be indented on each side (block indent).
- Only 3 characters can be used for bullets: •, ✓, ➤ or bullets may be numbered.
- For Tables or Charts: Content should be single spaced or spaced with no more than 0.3 spaces "above" the line.
- REFERENCE Section:
  - For *Website* references, use 6 pt. spacing between main entries, BUT single space sub-entries. For example, if DBHDS has 4 sub-entries under the agency's main site, each entry should be single-spaced AND indented by 0.5 pts.
  - For *Documents* reference list, use 12 pt. spacing between entries.
  - Basic format for documents must include the city/state in which the document was published/released or created.
  - If a document is not dated, you may use the year in which it was published/released. If necessary, contact the source agency to identify the year. Whenever possible, avoid use of (no date).
- *Documents from websites* - When a document is cited that has been downloaded from a website, the entry must include:
  - the city/state in which the document was published/released or created; and
  - Retrieved month & year from: web address
  - Remove hyperlink from all web addresses.

Do not include <http://> in the "address" unless the address does not have a "www." prefix. For example, DMAS website is <http://dmas.va.gov>, but DBHDS is [www.dbhds.virginia.gov](http://www.dbhds.virginia.gov). The [http](http://) should not be included for DBHDS.