

RFA Completion Information and Tips

This application is a Fill-in Form in PDF format. Adobe Reader 8 is needed to properly save any inputted data.

If the computer you are using **does not have Adobe Reader 8**, you can download it for free at: www.adobe.com/products/reader/

If the computer you are using has Adobe Reader 8 (or you have downloaded it), please follow the instructions below.

All applications must be completed using a computer. **Hand written and/or typewriter prepared applications will not be accepted.**

Before entering any data into the Application Fill-in Form, applicants must save the blank form to a computer or flash drive device. **Choose the “Save As” option from the File Menu** and when prompted type in a file name for your Fill-in Form (e.g., MyOrganizationApp2008).

Once the blank Fill-in Form has been saved (using the “save as” option) applicants can begin completing each “fill-in” section of the application and save the inputted data. You can save a partially completed application and come back to work on it later.

To save inputted data - use the “Disk Icon” on the tool bar or go to the “File Menu” and choose “Save”. The Fill-in Form will not close if you have inputted new data or edited existing data without a “pop up” window asking you if you want to save your changes.

There are character/space limits in every section of the application. The narrative (short answer) sections allow enough space for responses of about 5-6 sentences. So please keep your responses as brief as possible.

There are no reminders or prompts if you leave any sections blank. So make sure you’ve answered every question before submitting your application.

When your application is complete, **print an original, get signatures, make four copies and submit all** as instructed in Application Packet. Make sure to keep copies for your organization.

Applications must be received (not post marked), by 5:00 p.m., February 26, 2008:

Mail: Ingham County Purchasing, Packet #2-08, PO Box 319, Mason, MI, 48854
or

Hand Deliver: Ingham County Purchasing, Packet #2-08, Hilliard Bldg, 2nd Floor, 121 E Maple, Mason, MI

Applications can not be submitted online and will not be accepted electronically, by email or fax.

Technical assistance for filling-in the application form is available. Contact Wendy Duke-Littlejohn at wduke@ingham.org or (517) 887-4397.

THIS PAGE FOR INSTRUCTIONS ONLY – DON’T SEND WITH APPLICATION