### Resource Application Paperwork

#### Charlotte Vanderbilt, APFO



### **Topics**

- Application Documents
  - Film
  - Digital
- □ Timeline
- □ Digital Index

# Film Application Documents

- □ Form AD-341 Request Form
- Project Worksheet defines project parameters
- Project Map representation of project area
- ☐ Form AD-672 Funding Document
- Boundary Shapefile(s)
- □ Spot Index Background Map(s)

# Digital Application Documents

#### Digital Resource Projects will require:

- Form AD-672 Funding Document
- Form AD-341 Request Form
- Modified Project Worksheet defines project parameters
- Project Map representation of project area
- Boundary Shapefile(s)
- Spot Index Background Maps (if required)

### **Timeline**

- Cannot Award without Funding
- Drafting of Solicitation
  - 1-2 weeks for Film
  - 3-4 weeks for Digital
- □ Request for Quotation (<\$100,000)</p>
  - 15 days notice posting on Fedbizopps
  - Reasonable time notice for response time15-30 Days
  - 1 week for evaluations & negotiation

### **Timeline Continued**

- Request for Proposal
  - 15 Days for notice posting on Fedbizopps
  - 30 Days for Solicitation response time
  - 2 weeks for evaluation, negotiations & award
- ☐ Film:
  - ~8-9 weeks (RFQ)
  - ~9-10 weeks (RFP)
- Digital:
  - ~10-11 weeks (RFQ)
  - ~11-12 weeks (RFP)

# Digital Index

Digital Index is now created in house at APFO.







