

CCO-21 Extended Form Instructions
Firm Percentage by Work Category

The Firm Percentage by Work Category Form must be completed and returned as an attachment to the Letter of Interest (LOI). This form will provide the proposed distribution of work among firms for each advertised work category.

Include in the top row the names of the prime provider and the subproviders. List the prime provider first. Abbreviations are acceptable. The remaining 30 columns are reserved for the subproviders. If you have 15 subproviders or less, use the CCO-21 Form. Enter each name. After hitting the "enter" key, the firm name will automatically rotate to fit in the space provided.

Each firm must be listed showing the proposed percentage of work that firm will perform for each work category. For firms providing support services, such as public involvement or traffic counting, estimate a percentage and include under the category or categories to be supported. The cells are formatted to automatically add the rows and columns. The totals from left to right and top to bottom should add up to 100%.

The percentage of work identified by subprovider should parallel the information provided on the HSP Plan.

The sheets will print on 11" X 17" paper but must be folded to 8 1/2" X 11" size.

CCO-21.1
Firm Percentage by Work Category
Extended (More than 15 Subproviders)

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