	Description	N/A	✓	Notes
1.	Includes all technical areas to be addressed (refer to QBS Template #8);			
2.	Establishes a reasonable and appropriate maximum length for the submission;			
3.	Lists interview criteria and questions;			
4.	Provides an explanation of the scoring and selection process; the date, place and time for interviews; and the names and titles of members of the interview committee.			