

## **Electronic Proposal Submissions**

When preparing a proposal submission, please conform to the following file formats.

For **single file**:

- PDF (we recommend one pdf document)
- Microsoft Word
- Microsoft Excel

For **compressed file**:

- ZIP ONLY

**JPEG Image format will not be accepted.**

To upload a compressed file, please use the Archive feature in the upload screen on the right side. Use the Files upload feature on the left side of the upload screen for all other formats.

Please note that the max size of each upload is restricted to **no more than 100MB**. To ensure the success of your proposal submission, we recommend always try to avoid large file transfer over the internet.

If you are concerned that you cannot see your documents and confirm that they all went please check them carefully before you upload.

If you need to make changes to the proposal after the submission and before the deadline you can re-upload. The last upload will overwrite your submission in its entirety.

**\*\*\*\*\*** If you are having issues uploading via the website, please install a 3rd party FTP client, we recommend FileZilla, as an alternative solution. Here are the instructions to install FileZilla to your computer via our FTP website:

- 1) Login to <https://ftpw.dcf.state.nj.us> with your assigned username and password.
- 2) Navigate to \FTP-PUBLIC\FTP Client folder.
- 3) Double click on **FileZilla\_x.x.x\_win32-setup.exe** (note: x.x.x=version number) to launch the installation wizard.
- 4) Follow through the wizard with the default settings or refer to the "FileZilla Client download and Installation.doc" for installation instructions.
- 5) Once installation is completed, launch the FileZilla program on your computer, and refer to "FTPS Client Config.doc" to complete the configuration on the client program.

Applicants may request information and/or assistance from:

[DCFASKRFP@dcf.state.nj.us](mailto:DCFASKRFP@dcf.state.nj.us)