

**PACKAGING AND DELIVERY OF PROPOSALS**

Your proposal shall be organized as specified in SECTION L.2. General Instructions. Shipment and marking shall be as indicated below.

**EXTERNAL PACKAGE MARKING**

In addition to the address cited below, mark each package as follows:

“RFP NO: \_\_\_\_\_  
TO BE OPENED BY AUTHORIZED GOVERNMENT PERSONNEL ONLY”

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:**

**NUMBER OF COPIES**

TECHNICAL PROPOSAL: **ORIGINAL\* AND** \_\_\_\_\_ **COPIES TO:**

BUSINESS PROPOSAL: **ORIGINAL\* AND** \_\_\_\_\_ **COPIES TO:**

If hand-delivered or delivery service

If using U.S. Postal Service

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**\*\*Please include one thumb drive with an electronic copy of both the technical and business proposal in PDF format.**

**\*THE ORIGINALS MUST BE READILY ACCESSIBLE FOR DATE STAMPING PURPOSES.**

NOTE: Please be aware that the U.S. Postal Service’s “Express Mail” **DOES NOT** deliver to the Rockville, Maryland address **AND** delivery to the Bethesda, Maryland address will result in a delayed delivery to our office in Rockville, MD (up to 3 – 5 days). If a proposal is not received at the place, date, and time specified herein, it will be considered a “late proposal.”