

## 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”

**NUMBER OF COPIES:** Please Note: The Technical Proposal shall be sent in split shipments to TWO LOCATIONS. Please read the following information carefully.

**A. TECHNICAL PROPOSAL ONLY**

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

If hand-delivered or delivery service

If using U.S. Postal Service

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**\_\_\_\_ COPIES TO:**

If using delivery service\*\*

If using U.S. Postal Service

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**\*\*Hand Delivery will not be accepted**

**B. BUSINESS PROPOSAL**

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

If hand-delivered or delivery service

If using U.S. Postal Service

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\*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.”