

ATTACHMENT E

RFP SUBMISSION CHECKLIST

Funeral Directors and Embalmers Examination

RFP FDE-2017-01

We have double-checked that our proposal is complete. Our submission package contains:

- Two (2) complete originals of the entire RFP including the completed and signed cover sheet.
- Five (5) complete copies.
- One (1) CD containing a complete copy of the proposal.
- One (1) CD containing a fully redacted copy of the proposal, if that copy differs from the full version of the proposal.

We also made sure that:

- eVA has been checked for an Addendum issued for this solicitation. Any posted Addendum has been signed and is attached.
- Attachments A, D, and E are completed.
- The proposal is prepared and organized in accordance with Section IV of the RFP.
- The package is appropriately labeled as indicated in Section IV of the RFP.
- The package is scheduled to be delivered no later than 3:00pm ET on the date the proposals are due. Packages received after 3:00pm will be considered late and returned, unopened.