

## Appendices F and G are fillable, protected Word documents.

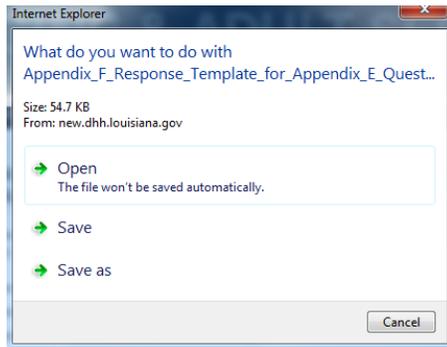
This means that the user can access only certain areas to fill in information.

These instructions are provided to assist the user in proper use of these two (2) appendices.

1. Click on the Appendix link.

- Appendix E [Proposal Submission and Evaluation Requirements](#)
- Appendix F [Response Template for Appendix E Question 4](#)
- Appendix G [Access RFP Cost Template](#)

2. When the document is opening, Word will ask if the document should be “opened” or “saved.”



a. Click “Open” or “Save.” It will then download to the computer.

3. Open the document after it has downloaded.

4. Select “View” at the top of the screen.

5. Select “edit document.”

6. Fill in the fields needed.

7. Select “file” then save the document.

8. The document will be ready to print or email.

