



**REDACTED  
PROPOSAL FINAL REVIEW  
CHECKLIST**

**REDACTED ADDRESS**

**REDACTED CONTACT**

REDACTED PROPOSAL FINAL REVIEW CHECKLIST

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## SECTION 1: GENERAL DOCUMENT READINESS

- { } File is named according to RFP instructions or standard naming convention (e.g., “REDACTED\_CLIENT NAME\_TechnicalProposal.pdf”).
- { } Page numbers are present and correct.
- { } Table of Contents (if applicable) is updated and accurate.
- { } All required attachments, forms, and certifications are included.
- { } All redlines, tracked changes, comments, and placeholders have been removed.
- { } Final file format is correct (PDF, Word, printed copy, etc., per instructions).

## SECTION 2: FORMATTING & STYLE

- { } Font, font size, spacing, and margins match formatting standards (Aptos or Arial, 11 pt, single spaced, 1” margins).
- { } Consistent heading levels are used throughout (H1, H2, H3 as needed).
- { } Bullets, numbering, and tables are properly aligned and uniform.
- { } Boilerplate sections (company overview, QA, sustainability) are current and match approved language.
- { } Acronyms are spelled out on first use and consistently used afterward.
- { } Oxford commas are used throughout.

## SECTION 3: COMPLIANCE CHECK

- { } All sections required by the RFP (including addenda) are addressed clearly and completely.
- { } Each requirement from the Statement of Work or Scope has a corresponding response (line-by-line where required).
- { } Any client-specific instructions (e.g., page limits, file naming, submission method) are followed.
- { } All dates, timelines, and deliverables align with those requested in the RFP.
- { } Legal or contractual language (e.g., indemnity, certifications) has been reviewed or flagged for legal input.

## SECTION 4: CONTENT & CLARITY

- { } Executive summary clearly articulates value and understanding of client need.
- { } All claims are supported by facts, examples, or prior experience.
- { } Writing is free of jargon and tailored to the client's industry and reading level.
- { } Voice is consistent: confident, professional, solution-oriented.
- { } Active voice is used wherever possible; passive voice minimized.
- { } Key differentiators are highlighted (not buried in dense paragraphs).

## SECTION 5: VISUAL & ACCESSIBILITY REVIEW

- { } Graphics, tables, and visuals are legible, relevant, and labeled correctly.
- { } Images or icons are properly formatted (not blurry or low resolution).
- { } Color contrast is accessible (especially for digital submissions).
- { } Alt-text is provided for any graphics in required accessibility-compliant formats.

## SECTION 6: FINAL QUALITY ASSURANCE

- { } A second reviewer or peer has completed a full read-through.
- { } All factual data (e.g., project numbers, record counts, pricing references) has been cross-verified.
- { } Proposal reads as a cohesive, unified response—not pieced-together fragments.
- { } Final version has been backed up in the REDACTED Proposal Archive with submission notes.
- { } Submission deadline and method have been reconfirmed, and calendar reminders are set.