

COMPLIANCE KILL LIST

MISSING SIGNATURES

- Verify: requires wet signatures, notarization, or initials on specific forms
- Verify that all required forms (Affirmative Action, Debarment, Insurance, etc.) are included, signed, and dated.

UNANSWERED QUESTIONS

- Cross-check every question or section header in the RFP against your draft—especially those buried in appendices.
- Watch for compound prompts (e.g., “Describe X and explain Y...”)—answer both parts clearly.

COPY/PASTE ERRORS

- Do a global search for outdated company/client names, locations, and acronyms.
- Watch for mismatched tenses, section numbers, or attachments that don’t apply to this RFP.

FORMAT VIOLATIONS

- Review the RFP’s exact instructions for font size, spacing, and page limits—many score formatting as part of compliance.
- Confirm your headers, footers, and cover pages don’t push you over page limits or disrupt required sections.

INCOMPLETE PRICING

- Check that every required line item, deliverable, or milestone has an associated cost—even “included” items.
- Include unit descriptions for clarity (e.g., “per image,” “per user/month”).

BONUS

QUALIFICATIONS OR CERTIFICATIONS

- Check expiration dates—expired or pending certs may disqualify you.