



**REDACTED
PROPOSAL FINAL REVIEW
CHECKLIST**

REDACTED ADDRESS

REDACTED CONTACT

REDACTED PROPOSAL FINAL REVIEW CHECKLIST

CONTENTS

SECTION 1: GENERAL DOCUMENT READINESS	3
SECTION 2: FORMATTING & STYLE.....	3
SECTION 3: COMPLIANCE CHECK.....	3
SECTION 4: CONTENT & CLARITY	4
SECTION 5: VISUAL & ACCESSIBILITY REVIEW.....	4
SECTION 6: FINAL QUALITY ASSURANCE	4

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.