

PROPOSAL INFORMATION		Contract Value: \$	
Client / Owner Contact Information:		Project Name:	
Brief Description:			
Technical Lead:		Proposal Coordinator:	
Pre-Proposal Meeting Date:		<input type="checkbox"/> Mandatory?	
ATG Prime or Sub?		Go / No-Go Completed?	
Proposal Due Date:		Time:	
Delivery Information:			
<input type="checkbox"/> Hard Copies/#:	<input type="checkbox"/> Electronic:	<input type="checkbox"/> Page Limit:	
<input type="checkbox"/> Font Requirement:	<input type="checkbox"/> Margin Requirement:	<input type="checkbox"/> Page Exclusions:	
<input type="checkbox"/> M/D/WBE or HUB Requirement:	<input type="checkbox"/> Officer Signature Required		
Addenda: <input type="checkbox"/> No. 1 <input type="checkbox"/> No. 2 <input type="checkbox"/> No. 3			
SELECTION / EVALUATION CRITERIA			
PROPOSAL LAYOUT (Sections)			
ADDITIONAL COMMENTS / CONSIDERATIONS			

REQUIRED FORMS			
Form Name	Assigned to	Due Date	Signature Required?
MISCELLANEOUS			
Do we need information from Accounting?			
Do we need information from HR?			
Do any forms / documents need to be notarized?			

REVIEW SCHEUDLE	
Pink Review	Date
Content due to marketing	
Draft for review due to team	
Review meeting / revisions due	
Red Review	Date
Content due to marketing	
Draft for review due to team	
Review meeting / revisions due	
Gold Review / Final QA/QC	Date
Content due to marketing	
Draft for review due to team	
Review meeting / revisions due	
Finalize / Print	Date
Final QA/QC comments due to marketing	
Print / bind / ship by	

Submittal Checklist			
Item	Required? Yes or No	Who's Responsible	Date Completed
Cover Letter			
Executive Summary			
Project Understanding			
Work Plan			
Schedule			
Projects			
Project Dates			
Project Amounts			
References			
Personnel Assignments & % Time Devoted			
Organizational Chart			
Resumes			
Availability/Workload			
QA/QC Plan			
Cost Proposal			
Pricing Information			
Minority Certifications			
Information from Subconsultants			
Business Registration			
Registered Engineer?			
Miscellaneous Proposal Items			
Front Cover			
Tabs			
Checked for Addenda			
Shipment			
Shipping Address & Contact Confirmed			
Shipping Label			
Additional Mailing Labels			