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| +PROPOSAL FINAL CHECKLIST |

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| **Item** | Requirement | Completed/Reviewed | Comments |
| **Copies** – originals? copies? electronic? |  | Yes  No |  |
| **Page Count** – is the proposal within page limits of RFP? |  | Yes  No |  |
| **Front Cover** – does it include requested RFP information (project name, due date, client, etc.)? |  | Yes  No |  |
| **Proposal Layout** – follows overall RFP layout guidelines or outline? |  | Yes  No |  |
| **Project Approach** – does it answer the required information in RFP? |  | Yes  No |  |
| **Projects** – do they include requested information from RFP (completion date, costs, key personnel, etc)? |  | Yes  No |  |
| **References** – do they include requested information from RFP? Will they speak well of ATG? |  | Yes  No |  |
| **Organizational Chart** – does it include all key personnel listed for this project and follow RFP requirements? |  | Yes  No |  |
| **Resumes** – do they include requested information from RFP? |  | Yes  No |  |
| **Subconsultants** – are they included per RFP guidelines? |  | Yes  No |  |
| **Certifications** – are MBE/DBE requirements included per RFP? |  | Yes  No |  |
| **Signatures** – are signatures provided where requested? Originals needed? |  | Yes  No |  |
| **Forms** – have forms been completed accurately and signed? |  | Yes  No |  |
| **Addenda** – is the addenda acknowledgement included /signed (if applicable)? |  | Yes  No |  |
| **Mailing Label** – is it addressed to the requested person in RFP? Does it include the information requested in RFP? |  | Yes  No |  |