RFP Submission Checklist

This RFP Submission Checklist is designed to help contractors ensure their proposals are complete and fully comply with the requirements outlined in the solicitation. Please note that this checklist is for guidance only and does not need to be included with your proposal submission. For detailed instructions and requirements, consult Sections L and M of the solicitation.

Volume I – Business Proposal (Representations, Certifications, and Offer)

☐	Provide a Table of Contents which lists all sections specific to the proposal Volume;
☐	Cross-reference the work statement to the terms of the proposal and indicate how the proposal conforms to the evaluation factors contained in Part IV, Section M;
☐	Provide a list of any enclosures, including tables, drawings, charts, or other enclosures which summarize data or information;
☐	Provide a Cover page.
☐	A fully executed Solicitation, Offer, and Award form required by Part I, Section A of this solicitation. It shall be used as the cover sheet (or first page) of Volume I.
☐	Fully executed and completed offeror representations, certifications, and acknowledgments required by Part IV, Section K of this solicitation;
☐	Additional information required by the solicitation to be furnished by the offeror which is not required to be obtained in another volume of the proposal;
☐	Make-or-buy program (if applicable);
☐	Requests for any waivers of any solicitation provisions or contract clauses; and
☐	A summary of any exemptions from, or deviations to, any other solicitation requirements.
☐	Attachment 5 - Limitations on Subcontracting (LOS)

Volume II – Technical Proposal

☐	Provide a Table of Contents which lists all sections specific to the proposal Volume; The Table of Contents shall list all sections of the technical proposal. Any future amendments, additions and/or revisions to the proposal shall be included in an updated Table of Contents;
☐	Cross-reference the work statement to the terms of the proposal and indicate how the proposal conforms to the evaluation factors contained in Part IV, Section M;
☐	Provide a list of any enclosures, including tables, drawings, charts, or other enclosures which summarize data or information;
☐	Provide a Cover page.
☐	Index. The Index section shall cross reference the statement of work, specifications, or performance work statement to the terms of the proposal and indicate how the proposal conforms to the evaluation factors contained in Part IV, Section M;

☐	Enclosures. The Enclosures Section shall include a list of any tables, drawings, charts, and any other enclosures which summarize data or information;
☐	Executive Summary. The Executive Summary shall include a brief discussion of how the required work will be performed and important highlights of the proposal.
☐	Evaluation Factors Responses (Include Attachment 6 - Risk Assessment/Value Add, and Attachment 7 – Past Performance Questionnaire)

Volume III – Price Proposal

☐	Provide a Table of Contents which lists all sections specific to the proposal Volume; Table of contents. The Table of Contents shall list all sections of the pricing proposal. Any modifications or revisions to the proposal, up to the date of agreement on price, shall include an updated Table of Contents;
☐	Cross-reference the work statement to the terms of the proposal and indicate how the proposal conforms to the evaluation factors contained in Part IV, Section M;
☐	Provide a list of any enclosures, including tables, drawings, charts, or other enclosures which summarize data or information;
☐	Provide a Cover page.
☐	Index. The index shall cross reference the work statement to the terms of the proposal and indicate how the proposal conforms to the evaluation factors contained in Part IV, Section M of this solicitation;
☐	Enclosures. A list shall be included of all enclosures, attachments, tables, drawings, charts, and any other material which summarize data or information contained or referenced in the pricing proposal;
☐	The price proposal should be consistent with the technical approach(es) proposed in the technical proposal, Volume II;
☐	Pricing proposal breakdown. The offeror shall submit Section B of the contract Schedule (Schedule of Supplies and Services, found in Part I of this solicitation), including any attached Price Schedules noted in Section B, with its proposed total prices/costs for each contract line item number (CLIN), including any options, and proposed unit price(s), if required. In addition, a total proposed price consisting of the sum of all contract line items (excluding options) shall be submitted.
☐	No cost information shall be included in any of the other volumes;
☐	All price or cost amounts shall be expressed to the nearest whole dollar except for individual hourly labor rates (if required). All percentages shall be expressed to two decimal places.