

Pre-Submission Compliance & Quality Checklist

- RFP instructions parsed and summarized (format, page limits, file names, portal steps)
- Compliance matrix completed; every 'shall' mapped to a page/section
- Evaluation factors mirrored in headers and section numbering
- All mandatory forms completed, signed, and included
- Representations & certifications current (SAM active; size/status verified)
- Technical approach directly addresses each requirement and subfactor
- Staffing plan aligns to workload; roles defined; resumes included if required
- Past performance is recent and relevant; references verified
- Key risks identified with mitigation strategies
- Transition/startup plan provided (if applicable)
- Schedule and milestones aligned to Period of Performance
- Quality control/assurance process defined and tied to outcomes
- Pricing basis of estimate documented; aligns with technical approach
- Cost realism check completed (no underpricing red flags)
- Assumptions and exclusions clearly stated
- Teaming/subcontracting commitments documented (if applicable)
- Required certifications/insurance acknowledged (or stated to be provided at award)
- Q&A and amendments reviewed and incorporated
- Page limits verified; attachments counted correctly
- Internal red-team review completed; comments adjudicated
- Final submission package validated (file names, formats, virus scan)
- Portal test upload completed (if available)