



BID READINESS CHECKLIST



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 paragraph section
- Evaluation factors mirrored in headers and section numbering
- All mandatory forms completed, signed, and included
- Representations & certifications current (SAM active status verified)
- Technical approach directly addresses each requirement and subfactor
- Staffing plan aligns to workload, roles defined, resumes included if needed
- 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 (or stated to be provided at award)
- Cost realism check completed (no underpricing red flags)
- Teaming/subcontracting commitments documented (if applicable)
- Required certifications/insurance acknowledged (or stated to be awarded)
- Page limits verified, attachments counted correctly