



### 1. Content Lock

- All volumes approved and frozen
- No open comments or tracked changes
- Executive Summary aligns with final technical and price positions
- Red Team comments fully adjudicated
- No placeholders remaining
- Version control confirmed (single source of truth)

### 2. Compliance Verification (Hard Check)

- Section L instructions met line by line
- Section M factors clearly and explicitly addressed
- All SHALL/MUST requirements accounted for
- Page limits verified (including cover pages, TOC, appendices)
- Font, margins, spacing compliant
- Required forms completed and signed if applicable
- Reqs & certs current in SAM or attached as required
- All required attachments included
- File naming conventions match the solicitation exactly

### 3. Graphics & Formatting Finalization

- All graphics readable at 100% PDF zoom
- No cut-off text, cropped tables, or blurry images
- Headers, footers, and page numbers correct
- TOC auto-updated and accurate
- Cross-references correct (figures, tables, sections)
- Acronyms consistent and defined once
- No tracked changes, comments, or hidden text



### 4. Price–Technical Cross-Check

- Labor categories match across volumes
- Staffing levels align with pricing assumptions
- Period of performance consistent everywhere
- Option years labeled consistently
- No scope described that is not priced
- No pricing assumptions contradict the technical approach
- No references to “future pricing” unless explicitly allowed

### 5. Risk & Consistency Scan

- No contradictory statements between volumes
- No casual language that creates performance risk
- No guarantees beyond contract requirements
- No references to excluded or unpriced scope
- Assumptions stated once and consistently
- Tone is confident but controlled (no overpromising)

### 6. Upload & Submission Readiness

- Submission portal accessed in advance
- File formats confirmed (PDF, Excel, Word, etc.)
- File size limits verified
- Naming conventions tested in portal
- Time zone and deadline confirmed
- Backup submitter identified
- Internet stability confirmed
- Submission instructions reread one last time

### 7. Final Authority Review & Release

- Final reviewer identified and completed sign-off
- Authorized signer confirmed (if required)
- Submission responsibility assigned
- Confirmation receipt saved
- Final files archived