



# FINAL PRODUCTION CHECKLIST

## 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 (incl. cover, TOC, appendices)
- Font, margins, spacing compliant
- Required forms completed and signed if applicable
- Reqs & certs current in SAM or attached
- All required attachments included
- File naming matches solicitation exactly

## 3 GRAPHICS & FORMATTING FINALIZATION

- All graphics readable at 100% 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 technical
- No references to "future pricing" unless allowed

## 5 RISK & CONSISTENCY SCAN

- No contradictory statements between volumes
- No casual language creating performance risk
- No guarantees beyond contract requirements
- No references to excluded/unpriced scope
- Assumptions stated once and consistent
- Tone is confident, controlled, professional

## 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

## 7 FINAL AUTHORITY REVIEW & RELEASE

- Final reviewer sign-off complete
- Confirmation receipt saved
- Authorized signer confirmed (if req'd)
- Final files archived
- Submission responsibility assigned