

AAMC Global RFP Readiness Audit

Your Pre-Proposal Guide for Donor and Government Contracts

Before submitting your proposal or expression of interest, ensure your organization is fully prepared with this readiness checklist. This tool helps align your internal capabilities with the expectations of international donors, government agencies, and large development contractors.

I. Organizational Readiness

- Legal registration documents (domestic and international, if applicable)
- Valid business licenses and tax ID numbers
- Organizational chart and governance structure
- DUNS number / SAM.gov registration (if pursuing U.S. government work)

II. Technical Capacity

- Description of core services and relevant past performance
- CVs of key personnel (project managers, technical experts)
- Capacity statement and technical narrative examples
- Partnerships, MOUs, or subcontractor agreements (if applicable)

III. Financial & Administrative Systems

- Audited financial statements for last 2–3 years
- Cost accounting procedures and timesheet policies
- Procurement, HR, and financial controls manual
- NICRA or indirect cost rate documentation (if available)

IV. Compliance & Risk Management

- Conflict of Interest, Anti-Fraud, and Code of Conduct policies
- Organizational security and data privacy policies
- Insurance coverage and risk mitigation plans
- Record of past litigation or debarment (if any)

V. Proposal Submission Readiness

- Templates for technical proposal, budget, and staffing plan
- Strong understanding of evaluation criteria and scoring
- Internal proposal development calendar and process
- Past success rates or debriefs from former submissions

AAMC Global helps organizations like yours assess readiness, prepare proposals, and build donor confidence.

Contact us at solutions@aamcglobal.com to learn more.