

Proposal Checklist

| Item | Description | Yes | No |
|------|--|-----|----|
| 1 | If "Proposal" is in response to client's SOW, did we follow the SOW outline? | | |
| 2 | Did we list references and standards that are used in the proposal? | | |
| 3 | Did we have a section that listed and uniquely identified each deliverable? | | |
| 4 | Did we specify the delivery method for each deliverable? | | |
| 5 | Are we are fully compliant with all the client's technical requirements? | | |
| 6 | Did we cross correlate each of the client's requirements to our proposal? | | |
| 7 | Did we provide a project schedule showing major deliverables and milestones? | | |
| 8 | Are the resources available for the proposed delivery dates? | | |
| 9 | Did we list all our assumptions? | | |
| 10 | Did we quote standard prices for our products? | | |
| 11 | Did we use our standard labor rates? | | |
| 12 | If we quoted non-standard rates, did executive management approve them? | | |
| 13 | Did we include a contract as part of our proposal? | | |
| 14 | Did we spell check the proposal? | | |
| 15 | If the proposal is over \$99,999.99, did a senior corporate executive proof read it? | | |
| 16 | Can we satisfy the labor requirements with our existing staff? | | |
| 17 | Can we satisfy the equipment requirements with our current inventory? | | |
| 18 | Did we consider the competition when we created the technical proposal? | | |
| 19 | Did we consider the competition when we created the cost proposal? | | |
| 20 | Did we consider how the risks might affect our technical effort? | | |
| 21 | Did we consider how the risks might affect our costs? | | |
| 22 | Have we met with the client in person? | | |
| 23 | Have we identified the client's decision maker? | | |
| 24 | Did we discuss the effort with the client prior to creating this proposal? | | |
| 25 | Have we already done work for this client? | | |
| 26 | If we haven't done work for this client, is their credit OK? | | |

Approval

Name:
Title: Proposal Author's Name
Date:

Name:
Title: Vice President Sales
Date:

Name:
Title: Senior Executive Officer
Date: