Proposal Preparation Checklist

1. RFP/Documents
   ____ Obtain complete copy of RFP
   ____ Distribute RFP to appropriate staff
   ____ Prepare questions for submission to the contacting officer
   ____ Receive and review responses to questions
   ____ Collect, distribute and review pertinent background documents
   ____ Submit letter of intent, if necessary
   ____ Make special note of deadlines for submission

2. Preparing for the Proposal
   ____ Hold strategy meetings, if necessary
   ____ Determine number and type of staffing needs
   ____ Identify equipment and/or supply needs
   ____ Obtain specs and costs of any equipment
   ____ Gather background data/statistics
   ____ Sketch rough draft of budget
   ____ Identify proposal writer
   ____ Make sure organization meets mandatory criteria

3. Proposal
   ____ Prepare draft outline of proposal
   ____ Determine document format (font, major/minor headings, etc.)
   ____ Determine page numbers for each section
   ____ Determine review, feedback and editing process

4. Gathering Appendices
   ____ Collect CVs of all individuals participating in the project
   ____ Obtain any additional information from participants, if necessary
   ____ Obtain letters of support
   ____ Gather any special pages, charts, etc.

5. Finishing Touches
   ____ Spell check all sections
   ____ Prepare table of contents
   ____ Prepare cover letter
   ____ Have “outsider” read proposal
   ____ Select cover design

6. Packaging
   ____ Make required numbers of copies of proposal
   ____ Check pages in each copy for legibility
   ____ Make sure no pages are missing
   ____ Determine how proposal will be packaged
   ____ Ensure sufficient quantities of all packaging items are available