

## 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