mar/comm PROPOSAL Checklist – name of proposal

dUE dATE:\_**tbd**\_\_\_

|  |  |  |
| --- | --- | --- |
| Required Pre-Proposal Elements | Team Member Responsible |  |
| Mandatory Pre-Proposal Meeting | TBD | TBD |
| Questions/RFIs Due | TBD | TBD |
| POINT OF CONTACT: |  |  |
| Required Proposal Elements | Team Member Responsible | 1st Draft Review - Comments and Actions Required |
| Cover with all correct information and date |  |  |
| Cover Letter (edited and signed) |  |  |
| Table of Contents (with correct page numbers) |  |  |
| Tabs |  |  |
| Executive Summary (include page limit if applicable) |  |  |
| Cost Proposal (all forms signed as required) |  |  |
| Appendices (if necessary) |  |  |
| Additional supplemental items required for submission not included in Technical or Cost Volumes (list as necessary) |  |  |
| Required Production Elements |  |  |
| Page size (specify if required or use N/A) |  |  |
| Font type or size (specify if required or use N/A) |  |  |
| Proposal Page Limit (specify if required or use N/A) |  |  |
| Single-sided or double-sided (specify if indicated) |  |  |
| Tabbed as indicated (note any specific requirements) |  |  |
| TECHNICAL PROPOSAL ELEMENTS (List by section w/page limits, include forms/signatures if needed, etc.) |  |  |
| Add rows as necessary |  |  |
|  |  |  |
| **COST PROPOSAL ELEMENTS (List all required items, forms, page limits, signatures req., etc.)** |  |  |
| Add rows as necessary |  |  |
|  |  |  |
| **APPENDIX ITEMS (List all items, forms, page limits, signatures req., etc)** |  |  |
| Add rows as necessary |  |  |
| **REQUIRED SUBMITTAL ELEMENTS** |  |  |
| Paper Copies (Original Required?) Different for technical and cost portions? |  |  |
| Hard copy submission details (who to send to, address, etc.) |  |  |
| Electronic Copy Required (Yes or No); if indicate if by flash drive, email or upload with email address or upload information. |  |  |
| Electronic submission details (who to send to, email address, how to title file, what to write in subject line, file size restrictions, etc. |  |  |

**WHY GRANGER?**

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**mar/comm PROPOSAL Schedule –**

(*Sample Dates below to be updated*)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **1/2**  **Content**  **due** |  | **First draft**  **sent out** |  | **First round edits due (AM)** | **Second draft**  **sent out** |  |
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