RFP CHECKLIST

PROJECT:
☐ Description of the project
☐ Germane background information
☐ Purpose and authority for the project
☐ Funding sources
☐ Amount of funds available for the project
☐ Time frame for project to be accomplished
☐ How public will be involved; role of consultant with public

SCOPE OF WORK:
☐ Tasks and/or services for which consultant will be responsible
☐ Meetings that consultant is expected to participate in
☐ Deliverables – Draft and final products
☐ Schedule – Milestones for drafts and progress reports
☐ Formats for deliverables
☐ Standards deliverables must meet
☐ Tasks and/or services for which local government will be responsible
☐ Tasks and/or services for which volunteers will be responsible
☐ What will be expected of the consultant and the local government if volunteers fail to deliver the anticipated components?

PERSONNEL – CONSULTANT:
☐ Required skills, qualifications, and abilities for lead personnel
☐ Desired skills and prior experience

RFP RESPONSE SUBMITTAL:
☐ Proposal response requirements/format
☐ Review process
☐ Criteria that will be used to evaluate proposals
☐ Time for decision

CONTRACT:
☐ Terms of contract
☐ Certifications
☐ Licenses
☐ Insurances
☐ Billing – how and when payments will be made