

RFP CHECKLIST

PROJECT:		
	Description of the project	
	Germane background information	
	Purpose and authority for the project	
	Funding sources	
	Amount of \$\$\$ available for project	
	Time frame for project to be accomplished in	
	How public will be involved; role of consultant with public	
SCOPE OF WORK		
	Tasks and/or services consultants will be responsible for	
	Meetings 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 local government will be responsible for	
	Tasks and/or services volunteers will be responsible for	
	What will be expected of the consultant and the local government if the 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	