

## Proposer RFP Checklist

- ☐ **Read the entire document.** Note critical items such as mandatory requirements; supplies/services required; submittal dates; format; contract requirements (i.e., insurance, performance and or reporting, etc.).
- ☐ **Attend the pre-proposal conference** if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFP.
- ☐ **Take advantage of the “question and answer” period.** Submit your questions by the due date. View all answers given in the formal addenda issued for the RFP. All addenda issued for an RFP are posted on the City’s online vendor portal: [OpenGov](#) and will include all questions asked and answered concerning the RFP.
- ☐ **Follow the format required in the RFP** when preparing your response. Provide point-by-point response to all sections in a clear and concise manner. The proposals are evaluated based solely on the information and materials provided in your response.
- ☐ **Check the City’s online vendor portal: [OpenGov](#) for RFP addenda.** Before submitting your response, check whether any addenda were issued for the RFP. If so, you must submit a signed acknowledgment for each addendum issued along with your response
- ☐ **Review and read the RFP document again** to make sure that you have addressed all requirements.
- ☐ **Submit your response on time.** Note all the dates and times listed on the front page of the RFP document, and be sure to submit all required items on time. **Late proposals are never accepted.**