

A Request for Proposal (RFP) Checklist for Responders

A simple checklist for ensuring a complete response

An incomplete or unprofessional response to an RFP can mean the difference between making the sale and losing the opportunity. Customize the tables to fit your business needs.

1. Tasks

	Task Description	Assigned To	Deadline
√	Send questions to company	Mary	mm/dd/yyyy
√	Respond to questions – Section 1, 3 & 5	John	mm/dd/yyyy
√	Respond to questions – Section 2, & 4	Mary	mm/dd/yyyy
√	Obtain financial reports	John	mm/dd/yyyy
√	Design layout	Heather	mm/dd/yyyy

2. Review

	Review Criteria	Assigned To	Deadline
√	Accuracy of response	Joe	mm/dd/yyyy
√	Each question answered	Joe	mm/dd/yyyy
√	Editing –grammar, typos, cross-referencing	Mary	mm/dd/yyyy

3. Delivery

	Assignments	Assigned To	Deadline
√	Printing & assembly	Mike	mm/dd/yyyy
√	Verification of accuracy & number of copies	Mary	mm/dd/yyyy
√	Review & selection of delivery options	Mary	mm/dd/yyyy