



**Contract Ready
and Solicitation
Review Checklist**



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What is a Solicitation Review Checklist?

A solicitation review checklist is a structured document used by businesses, particularly those bidding for government contracts, to systematically evaluate and respond to requests for proposals (RFPs) or other types of solicitations. This checklist serves as a guide to ensure that a thorough examination of the solicitation document is conducted, and that all necessary elements are considered before preparing and submitting a proposal.

This document contains two key components of a solicitation review checklist:

1. **Contract Ready Checklist:** This checklist can be used as a road map to ensure that you have all of the documents needed in a centralized place that most solicitations would require from you
2. **Solicitation Review Checklist:** This simple checklist can be used to confirm your business meets all eligibility criteria specified in the solicitation

Used together, the contract ready and solicitation review checklists gives you everything you need to 1) make sure you're identifying the right opportunities for your business, and, once you find the right opportunity, 2) have all of the documents needed to start submitting proposals.

Contract Ready Checklist

Upload all of the below documents to your proposal suite to build your content library. Having all of your documents in one centralized place will make it easier when it's time to submit proposal package after proposal package.

- Articles of Incorporation
- Bylaws
- Statement of Information
- Legal entity registration (i.e., LLC, Corporation, etc.)
- Entity Identification Number (EIN)
- Business License and permits (if applicable)
- Vendor or supplier registrations (if applicable)

Are there any other documents relevant to your company that need to be referenced?

- Patents
- Trademarks
- Logos
- Logic Models
- _____
- _____
- _____

1. [Review the Federal Set-Aside Programs. Are there any that you qualify for?](#)

2. Review the registration process to sign up for a federal set-aside program. Add the documents and steps you'd need to complete here, and then begin the registration process.

- _____
- _____
- _____
- _____
- _____

3. [Review the registration process for the California \(or your state's\) set aside program.](#) Are you eligible to register? If so, click "Get Certified" and begin the process.

Solicitation Review Checklist

- Review eligibility requirements-** can your company apply?
- Deadline-** do you have enough time to prepare a high quality proposal?
- Purpose-** does the purpose of the proposal align with your company's?
- Feasibility-** is the requested scope of work something your company can feasibly achieve?
- Budget-** Is the amount of money worth the request? Do you have the infrastructure in place to manage that money?
- Proposal Requirements-** Do you have all of the necessary documents in place needed to be responsive?
- Proposal Narrative/Evaluation Criteria-** Do you feel you can confidently answer the questions in the proposal narrative in a way that exceeds the evaluation criteria if listed?