

REQUEST FOR PROPOSAL CHECKLIST

THIS CHECKLIST IS TO PROVIDE GUIDANCE WHEN PREPARING A REQUEST FOR PROPOSAL.

1. Project:

- a. Description of project
- b. Background information
- c. Purpose and authority for project
- d. Funding sources
- e. Amount of funds available for project
- f. Time frame projected to complete the project
- g. How public will be involved

2. Scope of Work:

- a. Tasks and/or services consultants will be responsible for Personnel-Consultant
- b. Meetings consultant is expected to participate in
- c. Deliverables - Draft and final products
- d. Schedule - Milestones for drafts and progress reports
- e. Formats for deliverables
- f. Standards deliverables must meet
- g. Tasks and/or services local government will be responsible for
- h. Tasks and/or services volunteers will be responsible for
- i. What will be expected of the consultant and the local government if the volunteers fail to deliver the anticipated components?

3. RFP Response Submittal:

- a. Required skills, qualifications, and abilities for lead personnel
- b. Desired skills and prior experience
- c. Proposal response requirements/format
- d. Review process
- e. Criteria that will be used to evaluate proposals
- f. Time for decision

4. Contract:

- a. Terms of contract
- b. Certifications
- c. Licenses
- d. Insurances
- e. Billing

For more information please contact:
Paige Thomas, CLG Coordinator
334-230-2643 / Paige.Thomas@ahc.alabama.gov