

RFP CHECKLIST

PROJECT:

- Description of the project
- Germane background information
- Purpose and authority for the project
- Funding sources
- Amount of funds available for the project
- Time frame for project to be accomplished
- How public will be involved; role of consultant with public

SCOPE OF WORK:

- Tasks and/or services for which consultant will be responsible
- Meetings that 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 for which local government will be responsible
- Tasks and/or services for which volunteers will be responsible
- What will be expected of the consultant and the local government if 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