

RFP Response Checklist

A structured process for responding to formal RFPs without scrambling every time one arrives.

When An RFP Arrives

- ☐ Read the full document before starting anything
- ☐ Deadline and submission format confirmed
- ☐ Go/no-go decision made deliberately, not just because it landed in the inbox

Go/No-Go Considerations

1. Do we have a realistic chance of winning this, or is it likely wired for someone else?
2. Does this fit what we actually do well?
3. Do we have the resources and time to respond properly by the deadline?

Assembling The Response

- ☐ Every question in the RFP answered directly, in the order asked
- ☐ Requirements matched explicitly, not just described generally
- ☐ Relevant case studies or references included where allowed
- ☐ Pricing presented exactly per their requested format

Quality Check

- ☐ Reviewed by someone who didn't write it, for clarity and completeness
- ☐ All required attachments and certifications included
- ☐ Formatting matches any specified requirements

Before Submitting

- ☐ Submitted with time to spare, not at the literal deadline
- ☐ Confirmation of receipt obtained

After Submission

- ☐ Follow-up timeline noted
- ☐ Debrief held regardless of outcome