**PTAC’s Pre-Proposal Check List**

**Disclaimer**: This check list is not intended to be inclusive of every element of the solicitation. It is designed as a starting template a business can customize to meet their own needs. Some of these items will be not applicable.

Solicitation Review Check Sheet for State Solicitation #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Check List Item | Answer | Location of Content (name of form, page #, exhibit #, Q&A, amendment) |
| Deadline to Submit Proposal/Quote |  |  |
| Pre-proposal conference date |  |  |
| Site visit date |  |  |
| Pre-proposal inquiry cut-off date (Q/A Period) |  |  |
| Issue date of solicitation |  |  |
| Reserved Award / Preferences for Veteran Owned Business and SB / Set Asides /Other competitive Advantages |  |  |
| Commodity Codes / NAICS |  |  |
| Project Amount Estimated (informs size and scope) |  |  |
| Solicitation Type |  |  |
| Period of Performance |  |  |
| Place of Performance |  |  |
| Bond requirement? |  |  |
| Bid Guarantee? |  |  |
| Cash Flow / Payments |  |  |
| Amendments? Watch for them. May need to sign. |  |  |
| Method of proposal submission (USPS, e-mail, over-night, etc.) |  |  |
| Type of solicitation (Low Price, Low Price Technically Acceptable, Best Value Trade Off) |  |  |
| Type of contract (Firm Fixed Price, Purchase Order, Time & Material, etc.) If FFP is there a price escalation clause? |  |  |
| Self-performance requirement / Limitations on Subcontracting? |  |  |
| Key personnel (PM, QCM, SS&HO, Superintendent, etc.) |  |  |
| Insurance requirements? |  |  |
| LHWCA insurance for navigable waterways? |  |  |
| Labor Act wages (construction, services, supply) |  |  |
| Clauses that can impact price and ability to perform and be responsive |  |  |
| Government furnished anything (GFE, GFP, GFM, etc.) |  |  |
| Cybersecurity requirement |  |  |
| Statement of Work |  |  |
| Schedule |  |  |
| Quality Control Plan / Accident Prevention Plan (required? – does your firm have one?) |  |  |
| Minimum qualifications |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |

Questions for Contracting Officer:

Questions for PTAC Advisor: