

## Basic Proposal Requirements Worksheet

Complete this worksheet based on the information in the RFP. If certain information is not available from the RFP, call the client for the requirement information. This information will assist you with the administration of the proposal writing process.

Name of Company Submitting RFP: \_\_\_\_\_

RFP Reference Number (if applicable): \_\_\_\_\_

RFP Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: (    )    -                      Fax Number: (    )    -

Email: \_\_\_\_\_

Land Mail Address: \_\_\_\_\_

Two sentence description of problem: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposal Due Date: \_\_\_ / \_\_\_ / \_\_\_ Award Decision Date: \_\_\_ / \_\_\_ / \_\_\_ Project Completion Date: \_\_\_ / \_\_\_ / \_\_\_ .

Proposal Delivery to client: (circle one):

E-mail    Overnight Mail    Posted Marked Mail    Hand Delivered

Notification of win: \_\_\_\_\_

Format Requirements:    Font: \_\_\_\_\_                      Spacing: \_\_\_\_\_

Submission Format: \_\_\_\_\_                      Page Count: \_\_\_\_\_

Major Proposal Sections Required: \_\_\_\_\_

\_\_\_\_\_  
Evaluation Criteria: \_\_\_\_\_