

PROPOSAL PRODUCTION CHECKLIST

Proposal Production Checklist helps you to keep track of the following things, during your proposal development phase:

Offeror:	Agency: Department of the Army
Proposal No.: RFP-402970	Program: Security Control Assessor (SCA) to the 7th Signal Command (Theater) (7th SC (T)
Due Date: May 04, 2022 at 01:00 PM EST	Offeror's Representative:

<p>1. RFP/Documents</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain complete copy of RFP <input type="checkbox"/> Distribute RFP to appropriate staff <input type="checkbox"/> Prepare questions for submission to the contacting officer <input type="checkbox"/> Receive and review responses to questions <input type="checkbox"/> Collect, distribute and review pertinent background documents <input type="checkbox"/> Submit letter of intent, if necessary <input type="checkbox"/> Make special note of deadlines for submission 	<p>2. Preparing for the Proposal</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hold strategy meetings, if necessary <input type="checkbox"/> Determine number and type of staffing needs <input type="checkbox"/> Identify equipment and/or supply needs <input type="checkbox"/> Obtain specs and costs of any equipment <input type="checkbox"/> Gather background data/statistics <input type="checkbox"/> Sketch rough draft of budget <input type="checkbox"/> Identify proposal writer <input type="checkbox"/> Make sure organization meets mandatory criteria
<p>3. Proposal</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare draft outline of proposal <input type="checkbox"/> Determine document format (font, major/minor headings, etc.) <input type="checkbox"/> Determine page numbers for each section <input type="checkbox"/> Determine review, feedback and editing process 	<p>4. Gathering Appendices</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect CVs of all individuals participating in the project <input type="checkbox"/> Obtain any additional information from participants, if necessary <input type="checkbox"/> Obtain letters of support <input type="checkbox"/> Gather any special pages, charts, etc.
<p>5. Finishing Touches</p> <ul style="list-style-type: none"> <input type="checkbox"/> Spell check all sections <input type="checkbox"/> Prepare table of contents <input type="checkbox"/> Prepare cover letter <input type="checkbox"/> Have "outsider" read proposal <input type="checkbox"/> Select cover design 	<p>6. Packaging</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make required numbers of copies of proposal <input type="checkbox"/> Check pages in each copy for legibility <input type="checkbox"/> Make sure no pages are missing <input type="checkbox"/> Determine how proposal will be packaged <input type="checkbox"/> Ensure sufficient quantities of all packaging items are available

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GENERAL SUBMISSION INSTRUCTIONS

SL No:	Solicitation Instructions/Evaluations	RFP Page Number	RFP Reference	To Be Completed by OFFEROR			
				Person Responsible	Internal Deadline	Current Status	Comments, if any
1.	If you choose to submit a proposal, it shall be submitted via email to the Contract Specialist, Ms. Susanne Lang, susanne.lang2.civ@army.mil and the Contracting Officer, Mr. Michael Winslow, michael.j.winslow6.civ@army.mil .	Page 2 of 13	RFP 2.a			In Progress	
2.	The size per e-mail shall not exceed 9MB.	Page 2 of 13	RFP 2.a			Compliant	
3.	It is the responsibility of the Offeror to contact the Contract Specialist identified above to confirm their proposal has been received.	Page 2 of 13	RFP 2.a			Not Started	
4.	All questions shall be submitted via email to the Contract Specialist and the Contracting Officer identified above using the Attachment X, Question Submittal Workbook.	Page 2 of 13	RFP 2.b			In Progress	
5.	Offerors shall not contact any Government personnel other than the persons identified above concerning this task order competition.	Page 2 of 13	RFP 2.b			Compliant	
6.	Offerors shall include all documents and information requested and such should be submitted in accordance with the instructions.	Page 3 of 13	RFP 2.f			In Progress	
7.	Each volume shall be properly identified, numbered, include a table of contents, and be logically assembled.	Page 3 of 13	RFP 2.h			Compliant	
8.	Each volume shall also contain clearly identified sections and all pages shall be numbered and identified by the complete company name, date, and solicitation number in the header and/or footer.	Page 3 of 13	RFP 2.h			Not Started	
9.	Price information shall not appear in the Technical proposal.	Page 4 of 13	RFP 2.j			Compliant	
10.	The only reference pages that will not count towards the page limitation are a cover sheet, table of contents and glossary.	Page 4 of 13	RFP 2.k			In Progress	

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11.	Pages containing text shall be typewritten using the standard letter size (8.5 x 11) in Microsoft Word.	Page 4 of 13	RFP 2.k			Compliant
12.	Text shall be a minimum of 12 point Times New Roman font and no less than 1 inch margins/borders.	Page 4 of 13	RFP 2.k			Compliant
13.	Arial or Times New Roman, size 10 font shall be used for tables, charts, graphics, drawings, and diagrams.	Page 4 of 13	RFP 2.l			Compliant
14.	Tables, charts, graphics, drawings, or diagrams appearing to contain narrative ordinarily used for technical approach, technical methodology, or technical solutions shall be redacted and not considered for evaluation, or the entire proposal shall be rejected at the Government's discretion.	Page 4 of 13	RFP 2.l			In Progress
15.	A page printed on both the front and back will be counted as two pages.	Page 4 of 13	RFP 2.l			Compliant
16.	Response shall consist of three (3) volumes: Volume 1 – General, Volume 2 – Technical, and Volume 3 - Price.	Page 4 of 13	RFP 2.m			In Progress
17.	Offerors shall replace “xxxx” with the Offeror’s name and the date of the proposal. Example format: C03 Offeror A General 03222022.docx.	Page 5 of 13	RFP 2.m			Compliant
18.	Offerors may encrypt and/or password protect proprietary information as they see fit.	Page 5 of 13	RFP 2.n			In Progress
19.	Microsoft Office 2007 software or higher, shall be used to create the required files. Proposals shall not contain any classified data or information.	Page 5 of 13	RFP 2.n			Compliant
20.	The contractor is required to possess a Secret facility clearance. The Government will verify each Offeror’s facility clearance upon proposal receipt. Any Offeror who does not have the required facility clearance will not be evaluated or considered for award.	Page 5 of 13	RFP 2.p			Compliant
21.	offer validation period of 180 days from the proposal due date, and the original date of the response.	Page 5 of 13	Sec L.Vol 1.a			Compliant

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VOLUMES SUBMISSION INSTRUCTIONS

Proposal Heading No.	Solicitation Instructions/Evaluations	RFP Page Number	RFP Reference	To Be Completed by OFFEROR			
				Person Responsible	Internal Deadline	Current Status	Comments, if any
NA	Volume 1 – General	Page 5 of 13				In Progress	
1	Statements of Compliance	Page 6 of 13	SEC L.VOL 1.B			Compliant	
2	Disclosure of Potential Organizational Conflicts of Interest	Page 6 of 13	SEC L.VOL 1.C			In Progress	
3	DoD Security Clearance	Page 6 of 13	SEC L.VOL 1.D			Not Started	
						Not Started	
NA	Volume 2 – Technical	Page 6 of 13				In Progress	
1	Technical Approach	Page 7 of 13	SEC L.VOL 2.A			Not Started	
1.1	Requirements	Page 7 of 13	SEC L.VOL 2.A.I, PWS C.3.0			Not Started	
1.1.1	General	Page 7 of 13	PWS C.3.1			Not Started	
1.1.2	Assist the Government with Validating/Assessing the Regulatory Controls of ICANs and Other NETCOM Systems	Page 7 of 13	PWS C.3.2			Not Started	
1.1.3	Submit Findings into the Enterprise Mission Assurance Support Services (eMASS) System or Other Army Approved Tracking Database	Page 7 of 13	PWS C.3.3			Not Started	
1.1.4	Research and Recommend the Proper Level of Validation Effort	Page 7 of 13	PWS C.3.4			Not Started	
1.1.5	Perform Remote Validation Activities	Page 7 of 13	PWS C.3.5			Not Started	
1.1.6	Complete All Validation Input into eMASS (or other approved system)	Page 7 of 13	PWS C.3.6			Not Started	
1.1.7	Personnel and Team Qualification and Certifications	Page 7 of 13	PWS C.3.7			Not Started	
1.2	Tasks	Page 7 of 13	SEC L.VOL 2.A.II, PWS C.4.0			In Progress	
1.2.1	RMF Security Control Review Process	Page 7 of 13	PWS C.4.1			Not Started	

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1.2.2	Scoping Documentation	Page 7 of 13	PWS C.4.2			Not Started	
1.2.3	Ensure Validation Activities Comply with Prescribed Standards	Page 7 of 13 Page 7 of 13	PWS C.4.3			Not Started	
1.2.4	Work with NETCOM and Non-NETCOM Tenants and/or Customers on Each Respective Installation	Page 7 of 13	PWS C.4.4			Not Started	
1.2.5	Review Current, Revised and New Federal, DoD and Army CS-Related Publications	Page 7 of 13	PWS C.4.5			Not Started	
1.2.6	Ongoing Verbal and Email Assistance to Personnel Performing the Validation Activities or Working to Implement the Security Controls	Page 7 of 13	PWS C.4.6			Not Started	
1.2.7	In-Process Reviews (IPRs)	Page 7 of 13	PWS C.4.7			Not Started	
1.2.8	RMF Validations	Page 7 of 13	PWS C.4.8			Not Started	
1.3	Corporate Quality Control Policy	Page 7 of 13	SEC L.VOL 2.A.III			In Progress	
1.4	Proposed On-Site Quality Control Procedures	Page 7 of 13	SEC L.VOL 2.A.IV			Not Started	
2	Staffing	Page 7 of 13	SEC L.VOL 2.B			In Progress	
2.1	Procedures, Processes, and Control Established at the IDIQ Contract Level and Employed at the Task Order Level	Page 7 of 13				Not Started	
2.2	Process to Achieve Full Capability of Performance	Page 7 of 13				Not Started	
2.3	Identify How Requirements will be Staffed	Page 7 of 13				Not Started	
2.4	Identifying Necessary Skill Sets and Specific Qualifications	Page 7 of 13				Not Started	
2.5	Efforts to Fill Critical Requirements or Key Positions	Page 7 of 13				Not Started	
2.6	Meet Short Fuse or Surge Requirements and Any Expected Growth	Page 7 of 13				Not Started	
2.7	Unique or Non-Standard Staffing Positions, if any	Page 7 of 13				Not Started	
2.8	Manpower Matrices	Page 8 of 13	SEC L.VOL 2.B.I			Not Started	
2.9	Key Personnel Qualifications	Page 8 of 13	SEC L.VOL 2.B.II			Not Started	
2.10	Key Personnel Resumes	Page 8 of 13				In Progress	

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2.10.1	Prime Lead	Page 8 of 13	PWS C.3.8.1			Not Started	
2.10.2	Team Lead	Page 8 of 13	PWS C.3.8.3			Not Started	
2.11	Total Number of Productive Man-Hours and Associated Full Time Equivalents (FTEs) and Part Time Equivalents (PTEs) for Each Proposed Labor Category	Page 8 of 13	SEC L.VOL 2.B.III			Not Started	
2.12	Labor for Cross Utilization	Page 8 of 13				Not Started	
2.13	Company's Approach to Recruitment and Retention of Personnel	Page 8 of 13	SEC L.VOL 2.B.IV			Not Started	
2.14	Maintaining Performance of Services During Employee Absences and Experience Using these Techniques, if any	Page 8 of 13				Not Started	
2.15	Estimated Staffing for Security Control Assessor (SCA) to the 7th Signal Command (Theater) (7th Sc (t) Task Order	Page 8 of 13	SEC L.VOL 2.B.V			Not Started	
3	Past Experience	Page 9 of 13				In Progress	
3.1	Experience #1 – Title	Page 9 of 13				Not Started	
3.2	Experience #2 – Title	Page 9 of 13				Not Started	
3.3	Experience #3 – Title	Page 9 of 13				Not Started	
						Not Started	
NA	Volume 3 – Price	Page 9 of 13				In Progress	
1	Attachment XI – Price Workbook	Page 9 of 13	SEC L.VOL 3.A			Not Started	
2	General Information	Page 9 of 13				Not Started	

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ELECTRONIC SUBMISSION CHECKLIST

Proposal Heading No.	Solicitation Instructions/Evaluations	RFP Page Number	RFP Reference	To Be Completed by OFFEROR			
				Person Responsible	Internal Deadline	Finalized/Compliant	Comments, if any
1	Develop submission plan: <ul style="list-style-type: none"> Email delivery or via Portal Who will deliver? Backup deliverer? 				Day Before	Not Started	
2	Finalize electronic documents: <ul style="list-style-type: none"> Inspect document (Word function) Accept tracked changes Delete comments Examine page numbers and headers Ensure electronic signatures are in appropriate places Run final table of contents update Artwork for Covers and Title Pages 				Night Before	Not Started	
3	Finalize documents for print: <ul style="list-style-type: none"> Create PDF of entire sections/volumes for printer Ensure attachments are inserted (e.g., SF 1449, amendments, appendices, teaming agreements) Ensure signature pages are "blank" 				Night Before	Not Started	
4	Volume 1 – General <ul style="list-style-type: none"> Submit in MS Word format Page Limit NA File Name should follow this convention: "C03 Offeror ABC GENERAL 05022022.docx" 					Not Started	
5	Volume 2 – Technical						

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	<ul style="list-style-type: none"> Submit in MS Word format 30 Page Limit (see <i>Submission Formatting Guidelines</i>) File Name should follow this convention: "C03 Offeror ABC TECH 05022022.docx" 				Not Started	
6	Volume 3 – Price					
	<ul style="list-style-type: none"> Submit in MS Word and Excel format Page Limit NA File Name should follow this convention: "C03 Offeror ABC PRICENARR 05022022.docx" "C03 Offeror ABC PRICE 05022022.xlsx" 				Not Started	
7	OCI Declaration / Mitigation Plan					
	<ul style="list-style-type: none"> Submit in MS Word Page Limit NA File Name should follow this convention: "C03 Offeror ABC OCI 05022022.docx" 				Not Started	

INTERNAL PROPOSAL REVIEWER HEREBY REPRESENTS THAT THE FOREGOING INFORMATION IS ACCURATE AND COMPLETE AND THAT TO THE BEST OF ITS KNOWLEDGE, INFORMATION, AND BELIEF, THE PROPOSAL IS ADEQUATE IN ACCORDANCE WITH THIS CHECKLIST.

REVIEWED AND APPROVED BY:

NAME: TITLE EMAIL DATE