



How to Review Opportunities Checklist

<input type="checkbox"/>	Received the opportunities that were sent by email, reviewed the notes.
<input type="checkbox"/>	Confirmed the due date and prebid meetings <ul style="list-style-type: none"> Do you have enough time to put together a bid and deliver pricing? Did you register to attend the pre-bid meeting if one was scheduled?
<input type="checkbox"/>	Registered with the government agency to download the RFP documents if required
<input type="checkbox"/>	Clicked the OppID link and reviewed the bid documents. Clicked the Description link and read the full bid advertisement.
<input type="checkbox"/>	Read the scope of work and specific requirements.
<input type="checkbox"/>	Reviewed any and all set-asides and preferences that match your socioeconomic certifications included with the bid to give your company an advantage.
<input type="checkbox"/>	Confirmed the following: <ul style="list-style-type: none"> Can we be competitive \$\$ Do we have enough lead time to produce the proposal? Confirmed proposal delivery method (mail in, electronic, hard copy, in-person, etc...) Do we have the correct personnel for the project? Do we have the capacity to provide on the contract Submitted public records request or FOIA to find out who the incumbent contractor is
<input type="checkbox"/>	Responded to CMG Alliance Opportunity Specialist indicating this is a GO or NO GO
★	If a GO, Congratulations! <ul style="list-style-type: none"> CMG Alliance Opportunity Specialist will set-up and stage a proposal template.
<input type="checkbox"/>	Call scheduled with CMG Alliance Opportunity Specialist to go over the proposal structure.
<input type="checkbox"/>	Added proposal responses using Google Docs, completed bid forms if any, provided required documentation, and included pricing. Utilized PDF tools to package and complete proposal for submission



<input type="checkbox"/>	Check bid advertisement for Amendments and / or Addendums
<input type="checkbox"/>	Signed, confirmed, and included in proposal package
<input type="checkbox"/>	Final quality assurance review, scheduled call with CMG Alliance Opportunity Specialist
<input type="checkbox"/>	Packaged final proposal, submitted according to exact instructions to bidders method of delivery
★	If you completed every item in this checklist, Congratulations! Monitor for award