



## 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"><li>• Do you have enough time to put together a bid and deliver pricing?</li><li>• Did you register to attend the pre-bid meeting if one was scheduled?</li></ul>
<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"><li>• Can we be competitive \$\$</li><li>• Do we have enough lead time to produce the proposal?</li><li>• Confirmed proposal delivery method (mail in, electronic, hard copy, in-person, etc...)</li><li>• Do we have the correct personnel for the project?</li><li>• Do we have the capacity to provide on the contract</li><li>• Submitted public records request or FOIA to find out who the incumbent contractor is</li></ul>
<input type="checkbox"/>	Responded to CMG Alliance Opportunity Specialist indicating this is a GO or NO GO
<span style="color: #c00000;">★</span>	If a GO, Congratulations! <ul style="list-style-type: none"><li>- CMG Alliance Opportunity Specialist will set-up and stage a proposal template.</li></ul>
<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