



How to Review Opportunities

Complete this checklist to confirm items required to properly analyze if you should move forward on a contracting opportunity.

CMG has set up a Google Drive document and file sharing system for your company. In the folder “Opportunities” you will see opportunities identified for each month. When you decide to move forward on an opportunity, we will move the opportunity to the “Bidding” folder. Each opportunity will be assigned an ID for organization.

CMG Alliance Opportunity Specialists will email you RFP opportunities that fit your core competencies. It is your responsibility to review the RFP scope and requirements to ensure you can perform on the contract when awarded.

The hyperlink in the **OppID** column will link to your Google Drive folder containing the RFP documentation.

The hyperlink in the **Description** links directly to where the opportunity is listed by the agency. In some cases, you will need to register with an agency to download the RFP docs which will be included in the Notes column.

OppID	Student	Find Date	Bid #	Due	PREBID	Set Aside / Preference	Place	Agency / Prime	Description	CA Event ID	Opp Status	Notes
ASC155	Robin Thorne- CTI Environment	3/17/2021	2020-016	3/29/2021	NA	CA SMALL BUSINESS AND DVBE PREFERENCE	TBD	Department of Conservation	State Oil and Gas Well Abandonment Program Enhancements Assessment Report		STUDENT BIDDING	Opp sent in by Gina
ASC154	Fazia Gooden- Goodeyo Social Media	3/12/2021	81050-21-01	03/29/2021 2:00 PM	NA	NONE	Virginia	Augusta County	Tourism Digital Marketing Services		PASS	Out of scope per fazia (alexis)
	Anothony							The Roanoke Public				

Checklist on the next page



Use this checklist to determine if you will be moving forward with an opportunity.

<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 OpplD 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