

Bid Management – Proposal Checklist

The purpose of this checklist is to ensure all items have been taken into account when pricing and documenting a Proposal.

The person responsible for completion of the Proposal should "check" each box indicating that the item has been considered and included (or excluded)

- Software Licensing costs
- Pricing & Payment Schedule
- Warranty costs and commitment
- Post-Implementation Support (including Help Desk services) services and costs
- Implementation Responsibilities
- Data Conversion cost and scope
- Training
- Preparation of any User Documentation
- Team Accommodation - location, scope & costs
- Team Facilities & Equipment (PCs etc.)
- Travel and Accommodation Expenses
- Establishment and/or Access to Development Environments
- Network Requirements
- Client's SOE
- Solution Hardware
- System Performance
- Third Party Agreements (Teaming agreements with sub-contractors)
- Sub-Contractor Information (capability statements)
- UAT Support (provision in estimates)
- Staff CVs up to date & reflect skills required

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- Scope inclusions and exclusions
- Estimation Assumptions
- Work Breakdown Structure
- Risk Summary
- Contingency
- Any Conflict of Interest?
- Contract Legal Review

- Specific Considerations - government, environment etc.
- Poaching of staff
- Liquidated Damages
- Intellectual Property Rights
- Public Liability & Professional Indemnity
- Insurance & WorkCover Details (check for latest version)
- Client Responsibilities

Consulting Cloud Preview