

PROPOSAL OUTLINE FORM

PROPOSAL NO: _____
 AGENCY: _____
 PROJECT NAME: _____
 DUE TO CLIENT: _____
 DELIVER TO: _____
 NO. COPIES: # for Client + PIC + PM + Mktg = _____
 TECH LEAD: _____
 MKTG LEAD: _____
 SPECIAL REQ: _____

Section	Who	Due Date	No. Pages	RFQ/RFP Instructions
Cover				
Cover Letter				
•				
○				
•				
Resumes	Who?			
References				
Graphics Required				
Org Chart				
Schedule				
Subcontractor Information				

QUALIFICATIONS / PROPOSAL CHECKLIST

Tasks			
	Proposal Authorization Form		Due Date and Time
	Cover to design?		Questions Due?
	Cover Letter/Letter of Interest		Delivery Method?
	Tabs		- Printed or PDF or CD or Upload
	Table of Contents		No. of Copies (Client + PIC + PM + Mktg)
Executive Summary		Relevant Experience	
	- differentiators		- Project Matrix
Project Approach			- Project Descriptions (paragraphs or 1 pgr)
	- Project Understanding		
	- Scope of Work		- Project graphics
	- Proposed Project Schedule	Key Team Members	
Cost Proposal			- Names/roles
	- Cost Table		- Organization Chart
	- Schedule of Charges		- Bios
Firm Overview			- Short Resumes (w/ publications?)
	- AMEC GMX/plc	Other	
	- AMEC GMX/E&E		Client References
	- Specific Capabilities		Letters of Accommodation/Reference Ltrs
			Sample Insurance Certificate
Special Section(s)			Client Forms
			CA Secretary of State Certificate
			SOQs