

TCO 341 Proposal Grade Sheet

Names of writers: _____

Points	Elements of Review	
(25)	Understanding of problem and quality of solution	<ul style="list-style-type: none"> • Introduction provides background on problem or opportunity • Introduction provides roadmap to proposal contents • Purpose of proposal clearly stated • Credibility of offerors established • Marketing strategy convincing • Proposal is complete and can be easily implemented
(30)	Technical competency	<ul style="list-style-type: none"> • Proposal specifically explains technical approach to solving problem • Objectives and rationale for proposed solution clearly identified • Quality of proposed equipment and facilities excellent and well documented • Proposed staffing clearly explained and justified • Criteria for measuring success of proposed solution clearly identified
(30)	Operations plan	<ul style="list-style-type: none"> • Methods to implement project clearly identified • Gantt chart clearly identifies project milestones • Budget complete, realistic, and justified • Clear and usable quality control plan
(15)	Overall quality of proposal	<ul style="list-style-type: none"> • Proposal meets all RFP criteria • Proposal structured to meet needs of skimmers/digesters • Uses lots of concrete words, good action verbs • Appropriate topic sentences • Follows conventional standards • No spelling errors • Minimal grammatical errors

Comments: