

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

Comments: