**Request for Proposals (RFP) Review Checklist**

**Goal:** This tool was designed to assist reviewers in evaluating the quality and completeness of a submitted Request for Proposals (RFP). It includes various fields and criteria that cover essential aspects of the RFP, such as completeness of information, clarity of scope of work, selection criteria, performance, and award. Reviewers can systematically go through each item on the checklist, ensuring that the RFP meets the City’s standards.

**Additional Guidance**: If you need more guidance on how to develop a quality RFP, reference the attached [tool](https://govlab.hks.harvard.edu/files/govlabs/files/gpl_rfp_guidebook_2021.pdf). You may also call the City of Jackson’s [Purchasing Division](https://www.jacksonms.gov/purchasing-division/) at 601-960-1025.

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| **RFP TITLE AND #:** |  |
| **DEPARTMENT** |  |
| **REVIEWER’S NAME** |  |
| **TITLE/ROLE:** |  |
| **DATE:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **OPPORTUNITY DESCRIPTION** | **YES** | **NO** | **COMMENTS** |
| Does the RFP have a clear problem statement, explaining why the purchase is necessary? |  |  |  |
| Is enough background given about the problem, so the vendor can understand what needs to be improved? |  |  |  |
| Does the Goal Section explain the key variables that help the vendor community understand where you are today and where you want to be? |  |  |  |
| Does it include a description of end-users or the target population to receive services and clarify their needs? |  |  |  |
| 1. **SCOPE OF WORK (SOW)** | **YES** | **NO** | **COMMENTS** |
| Are the tasks described in the scope of work (SOW) connected to the overall goals? |  |  |  |
| Is it clear which tasks are mandatory versus nice-to have? |  |  |  |
| Is your scope of work organized in a clear, logical structure for the vendor to understand what is expected of them? |  |  |  |
| Are all the legal, regulatory, or policy frameworks which the vendor must comply with clearly described in the section? Ready out to your Legal Representative if you need more guidance. |  |  |  |
| Is the scope of work specific enough but not too overly prescriptive? (Remember, the SOW should encourage innovation and invite collaboration). |  |  |  |
| 1. **PERFORMANCE METRICS AND CONTRACT MANAGEMENT** | **YES** | **NO** | **COMMENTS** |
| Does your RFP set key performance metrics to evaluate the success of the contract? |  |  |  |
| Do your performance metrics balance outputs (process/activities) and outcomes (results/impact)? |  |  |  |
| Can the defined metrics yield insights into how the vendor is delivering a service? |  |  |  |
| Does your RFP identify data tracking responsibility? (e.g., how each metric will be generated, who will be responsible for generating it, where the data will be stored, and how and when it will be shared) |  |  |  |
| Does your RFP clearly explain how goods or service delivery will be tracked and how the vendor will be informed of their performance? (e.g., through frequent meetings, reports, etc.) |  |  |  |
| **4. SUBMISSION INSTRUCTIONS** | **YES** | **NO** | **COMMENTS** |
| Are submission requirements clear and directly tied to either evaluation criteria or government legal and policy requirements? |  |  |  |
| Does the RFP provide sufficient information to let proposers know what a successful response looks like? |  |  |  |
| **5. SELECTION CRITERIA** | **YES** | **NO** | **COMMENTS** |
| Do the evaluation criteria fairly and accurately assess what a proposer can bring to the table and how well their proposal meets the RFP’s goals, budget, and service requirements? |  |  |  |
| Are the criteria fair to all proposers, free of bias, consistent, and not overly restrictive? |  |  |  |
| Do your selection criteria give the right balance between multiple priorities? (e.g., price, past experience, expertise, quality of proposal, etc.) |  |  |  |
| **6. OVERALL RFP STRUCTURE** | **YES** | **NO** | **COMMENTS** |
| Contract terms required by City law, State law, Federal law, and funding sources are all included. |  |  |  |
| All acronyms are defined. |  |  |  |
| All required forms included (e.g., Vendor registration form, MWBE form) |  |  |  |