

RFP Disqualification Risk Checklist

Use this before final submission. Mark each item Pass, Not applicable, or Stop. Do not release the response while a critical item remains unresolved.

1. Mandatory and eligibility requirements

- ☐ Every mandatory requirement is mapped. Each instruction has an owner, response location and final status.
- ☐ Eligibility documents are current. Registrations, certificates, declarations and authorizations match the buyer's requirements.
- ☐ Required signatures are complete. The correct authorized person has signed each required form or declaration.
- ☐ Every required attachment is present. Schedules, forms, CVs, references and supporting documents are included.

2. Submission instructions

- ☐ The final package follows the stated format. File type, naming, folder structure and compression rules are correct.
- ☐ Page and word limits are satisfied. Any permitted exclusions, such as covers or appendices, have been applied correctly.
- ☐ The deadline has been converted correctly. Date, time, time zone and portal cut-off are confirmed by two people.
- ☐ The submission channel is confirmed. Portal, email, hard copy or multi-channel instructions have been followed exactly.

3. Amendments and clarifications

- ☐ Every amendment is logged and incorporated. Changed scope, dates, volumes, forms and commercial instructions are reflected.
- ☐ Buyer answers are resolved. Each clarification response has been assessed against requirements, solution, pricing and contracts.
- ☐ The team is working from the final buyer documents. Superseded files and response drafts are clearly separated.
- ☐ Late buyer changes have an owner. The response, evidence, pricing and approvals were rechecked after the last update.

Release rule: a complete draft can still be non-compliant. Release only after the critical controls above pass.

Evidence, commercial and release control

A persuasive answer still needs traceable evidence, approved commercial terms and a documented release decision.

4. Evidence and content integrity

- ☐ Material claims have approved evidence. Metrics, credentials, references, certifications and outcomes point to a controlled source.
- ☐ Evidence is current and permitted for reuse. Expiry dates, customer permissions and confidentiality restrictions were checked.
- ☐ AI-assisted text has been reviewed by a named owner. Unsupported facts, invented credentials and altered buyer language were removed.
- ☐ Sensitive data was handled correctly. Confidential, NDA-covered or personal material was used only in approved systems.

5. Commercial and release approval

- ☐ The pricing schedule reconciles. Totals, quantities, rates, currency, tax and discounts agree across all submitted files.
- ☐ Margin, assumptions and exceptions are approved. The commercial owner has accepted the final price and visible qualifications.
- ☐ The response answers every scored criterion. High-value criteria have a clear response location and sufficient supporting evidence.
- ☐ Critical release gates have named approvers. Compliance, technical, commercial, legal, security and production checks are recorded.

Stop release immediately if

a mandatory item is unanswered; a signature or attachment is missing; an amendment is not incorporated; the deadline or time zone is uncertain; a material claim lacks approved evidence; or the final price lacks approval.

Five-minute final sign-off

Owner	Confirm before release	Status
Response lead	Mandatory requirements, amendments, clarifications and final package	Pass / Stop
Technical owner	Solution commitments, dependencies and material technical claims	Pass / Stop
Commercial owner	Price, margin, assumptions, tax, discount and validity	Pass / Stop
Legal or security owner	Contract exceptions, data handling and required declarations	Pass / Stop
Production owner	File names, formats, attachments, signatures, portal and receipt	Pass / Stop

This checklist supports a final review. It does not guarantee compliance, evaluation score or award.