

# Step 2

- Review Structure, General Terms and Specific Terms.
- Use the tools provided.

**Type of Request:** RFP

<b>Structure</b>	<b>Score:</b>	<b>88%</b>
Description	Present	Analyst Notes
Cover Page	Yes	Does the cover page have Who, What and When (Issue and Due Dates)?
Company Header	No	Is there a header on every page in case the pages get mixed with another?
Confidential Footer	No	Is there a confidentiality statement in the footer (best practice)?
Table of Contents	Yes	Is there a table of contents with page numbers?
Is it laid out in sections (General, Vendor, Exhibits, etc.)	Yes	Is the information grouped logically to simplify understanding?
Overview for Respondants	Yes	Is there an abstract about the purpose of the RFP?
About the company	Yes	Is there a short summary of the company?
Background and RFP Overview	Yes	Is there a short summary of the company's current environment?
Essential Information for Respondents	Yes	Is there a table of dates and other pertinent information?
Scoping section	Yes	Is there an overview of the 10 key requirements and what is not in scope?
Evaluation Criteria	Yes	Is there a description of the evaluation process?
Instructions to Respondents for submitting their response	Yes	Are there detailed instructions on how to correctly submit a response?
Pricing	Yes	Is there a description of how pricing should be included in the response?
Disclosures	Yes	Is there a section about disclosures?
Summary of Exhibits	Yes	Is there a summary of the exhibits (attachments)?
Exhibits	Yes	Are the exhibits included or attached?

<b>Format</b>	<b>Score:</b>	<b>25%</b>
Description	Present	Analyst Notes
Consistent font	No	Is the font consistent through out? Watch for changes in font spacing and justification.
Consistent use of bullets	No	Are bullets used consistently and appropriately?
Consistent indenting	Yes	is the indenting consistent?
Use of bold, italics and underlining is consistent	No	Is the use of bold, italics and underlining consistent and clear as to intent?