

Bid Submission Checklist

State of Delaware – Vendor Quick Reference

1. Confirm Requirements

- ✓ Read the **entire solicitation document**
- ✓ Confirm **submission method**:
 - Electronic platform (e.g., portal)
 - Email submission
 - Physical delivery
- ✓ Identify all **key dates**:
 - Pre-Bid Meeting date, time & Location, if applicable
 - Question deadline
 - Submission deadline
- ✓ Verify **point of contact** and communication rules

2. Decide to Bid (Go / No-Go)

- ✓ We understand the **scope of work**
- ✓ We meet all **mandatory requirements**
- ✓ We can meet **timeline and deliverables**
- ✓ We have the **capacity and resources**
- ✓ This opportunity aligns with our **business strategy**

3. Prepare Your Response

- ✓ All required sections are addressed:
 - Technical/Scope response
 - Pricing
 - Required forms and certifications

- ✓ Response is:
 - Clear and organized
 - Tailored to this solicitation
 - Aligned with evaluation criteria
- ✓ References and supporting documentation included (if required)

4. Complete Required Documentation

- ✓ All **mandatory forms completed and signed**
- ✓ All required attachments included
- ✓ No placeholders or missing information
- ✓ File names and formats meet requirements

5. Final Review (Critical Step)

- ✓ Conduct a **full compliance check** against the solicitation
- ✓ Confirm:
 - All requirements addressed
 - No missing documents
 - Correct versions included
- ✓ Review from evaluator perspective:
 - Is the response easy to follow?
 - Does it clearly demonstrate value?

6. Submit Your Bid

Submission method followed exactly:

If Electronic Platform:

- ✓ All fields completed
- ✓ Files uploaded correctly
- ✓ “Submit” confirmation received

If Email Submission:

- ✓ Correct email address used
- ✓ Subject line formatted as required
- ✓ All attachments included
- ✓ Sent before deadline

If Physical Delivery:

- ✓ Correct address and delivery location
- ✓ Proper labeling and packaging
- ✓ Delivered before deadline (not postmarked)

7. Timing Best Practice

Submission completed **well in advance of deadline**

* Late submissions are **not accepted—no exceptions**

8. Common Mistakes to Avoid

- ✓ Missing required forms or signatures
- ✓ Submitting incomplete responses
- ✓ Not following submission instructions
- ✓ Waiting until the last minute
- ✓ Sending to the wrong location or contact

Pro Tip

Treat every solicitation like a **compliance exercise first, and a proposal second**—even strong proposals are rejected if they are not fully compliant.