| **Editing Checklist** | |
| --- | --- |
| **All Required Proposal Elements Included** | **✓** |
| Cover |  |
| Cover Letter (signed) |  |
| Table of Contents |  |
| Compliance Matrix/Cross-Reference Matrix |  |
| List of Figures |  |
| Acronyms/Glossary/Definitions |  |
| Executive Summary |  |
| Technical Volume |  |
| Management Volume |  |
| Past Performance Volume |  |
| Cost Volume |  |
| Other Volume: XXX |  |
| Other Volume: XXX |  |
| Other Volume: XXX |  |
| Appendices |  |
| **Grammar/Spelling/One Voice Check Conducted** | **✓** |
| Grammar check conducted on all documents |  |
| Spelling check conducted on all documents |  |
| Text edited for “one voice” (written like one person wrote the entire document) |  |
| **Text** | **✓** |
| Acronyms spelled out in first appearance in volume/major section |  |
| Do all sentences end with periods? |  |
| Do all paragraphs end with periods? |  |
| Do any paragraphs or bullet lists wrap only one line to the following page? (Fix the page breaks so this does not happen.) |  |
| Are all fonts, font sizes, and font colors consistent throughout the document? |  |
| All formatting styles followed consistently? |  |
| Widows/orphans/pagination checked? |  |
| Does a number fall at end of line separated from its unit of measurement? |  |
| Are there any words that break in half at the end a line with a "dash,” e.g., e-mail? |  |
| Do URLs cause bad line breaks? |  |
| Are indents uniform throughout the document? |  |
| Are any titles separated from their proper names, e.g., “Ms.” appears at the end of one line, and “Smith” appears at the beginning of the next line? (Fix the line break.) |  |
| Are any proper nouns hyphenated, e.g., someone’s name or the name of our company? Remove hyphenation. |  |
| **Hyperlinks/Cross References Updated** | **✓** |
| Figure numbers and cross-references in text updated |  |
| Compliance matrix updated |  |
| Figure references updated in Table of Figures/Table of Contents |  |
| **Headings** | **✓** |
| Are all headings numbered sequentially? If applicable, do they follow RFP-specified numbering? |  |
| **Bulleted Lists** |  |
| Are bullet lists indented consistent throughout the document? |  |
| Does bulleted text line up correctly? |  |
| Is spacing above and below bullet lists correct and consistent throughout the document? |  |
| Do bullet lists use the “correct” bullet styles throughout the document? |  |
| Was any text turned into a bullet inadvertently? |  |
| **Tables and Figures** | **✓** |
| Do figure numbers appear sequentially? |  |
| Do figure numbers match references in associated text? Are all figures referenced in text? |  |
| Do all figures have action captions? |  |
| **Page Numbers** | **✓** |
| Are page numbers sequential? |  |
| Does the first page after the table of contents begin with *1*? |  |
| Are appendices numbered sequentially/correctly? |  |
| **Headers and Footers** | **✓** |
| Do the headers and footers contain the correct information per the RFP? |  |
| Are headers/footers consistent throughout all volumes, sections, subsections? |  |
| **Table of Contents** | **✓** |
| Did we regenerate the table of contents to update page numbers and section headings? |  |
| Do all headings appear in the table of contents? |  |
| Does the table of contents use the correct font? |  |
| **Volume Title Pages** | **✓** |
| All RFP-specified data included |  |
| All title pages marked “Original,” “Copy,” or “Copy x of x” as required by the RFP |  |
| **Cover Letter** | **✓** |
| All RFP-specified data included |  |
| Signature included (original on hard copies; “electronic signature” on PDF copies) |  |
| **Proposal Binder Covers** | **✓** |
| All RFP-specified data included |  |
| All covers marked “Original,” “Copy,” or “Copy x of x” as required by the RFP |  |
| **CD Labels/Inserts** | **✓** |
| All RFP-specified data included |  |
| **Document Inspection** | **✓** |
| Run Document Inspector function in MS Word—check for hidden comments/info before finalizing document for submission |  |