Editing Checklist

|  |  |
| --- | --- |
| Required Proposal Elements | ✓ |
| 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/Voice | ✓ |
| 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 |  |
| All sentences have end punctuation |  |
| All paragraphs have end punctuation |  |
| No paragraphs or bulleted lists wrap only one line to the following page  (if they do, fix the page breaks so this does not happen) |  |
| Fonts, font sizes, and font colors consistent throughout the document |  |
| All formatting styles followed consistently |  |
| Widows/orphans/pagination checked |  |
| Numbers at the end of lines are not separated from their units of measurement  (if they do, fix the page breaks so this does not happen) |  |
| No words break in half at the end a line with a dash, e.g., e-mail |  |
| No URLs cause bad line breaks |  |
| Indents uniform throughout the document |  |
| No titles or proper nouns are separated, e.g., “Ms.” at the end of one line and “Smith”  appears at the beginning of the next line (if they do, fix line breaks) |  |
| **Hyperlinks/Cross-References** | ✓ |
| Figure numbers and cross-references in text updated |  |
| Compliance matrix updated |  |
| Figure references updated in Table of Figures/Table of Contents |  |
| **Headings** | ✓ |
| All headings numbered sequentially (if applicable, follow RFP-specified numbering) |  |
| **Bulleted Lists** | ✓ |
| Bulleted lists indented consistently throughout the document |  |
| Bulleted text lines up correctly |  |
| Spacing above and below bulleted lists is correct and consistent throughout the document |  |
| Bulleted lists use “correct” bullet styles throughout the document |  |
| No text has been inadvertently turned into bullets |  |
| **Tables and Figures** | ✓ |
| Figure numbers appear sequentially |  |
| Figure numbers match references in associated text |  |
| All figures are referenced in text |  |
| All figures have action captions |  |
| **Page Numbers** | ✓ |
| Page numbers are sequential |  |
| First page after the table of contents begins with 1 |  |
| Appendices numbered sequentially/correctly |  |
| **Headers and Footers** | ✓ |
| Headers and footers contain the correct information per the RFP |  |
| Headers/footers consistent throughout all volumes, sections, subsections |  |
| **Table of Contents** | ✓ |
| Table of contents regenerated to update page numbers and section headings |  |
| All headings appear in the table of contents |  |
| Table of contents uses 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** | ✓ |
| Document Inspector function run in MS Word (to check for hidden comments/information before finalizing document for submission) |  |