| Complete  ✓ | Checklist Item | Owner | Due Date/Time |
| --- | --- | --- | --- |
| Before Production Day | | | |
|  | Take inventory of supplies  (e.g. , shipping box, packing tape, packing peanuts, brown paper, bubble wrap, labels for box/packages, padded envelope for CD, CD jewel cases, re-writable CDs, binders in various sizes, tabs, 28lb paper in letter and 11x17, toner/ink, etc.) |  | Week Before |
|  | Purchase supplies (as needed) |  | Week Before |
|  | Notify printer of schedule |  | Week Before |
|  | Develop delivery plan:   * Hand delivery vs. mail * Who will delivery? * Back up deliverer? * Back up delivery plan? * Map of route (if hand delivery) * Times/location of FedEx/UPS/other |  | Week Before |
|  | **Re-read RFP instructions** and prepare printing instructions, including list of tabs |  | Week Before |
|  | Prepare two copies of all signature pages:   * one for electronic submission  (**with** signatures) * one for hard copy submission  (**without** signatures—original signature required after print) |  | Week Before |
|  | Finalize electronic documents:   * inspect document (Word function) * accept tracked changes * delete comments * examine page numbers and headers * ensure electronic signatures are in  appropriate places * run final table of contents |  | Night Before |
|  | Finalize documents for print:   * create PDF of entire sections/volumes  for printer * ensure attachments are inserted  (e.g. SF 1449, amendments, appendices, teaming agreements) * ensure signature pages are “blank” |  | Night Before |
|  | Email or upload files to printer FTP  (if applicable):   * files for print * list of tabs * production instructions * delivery time, address, and POC * artwork for covers, spines, title pages,  CD labels |  | Night Before |
|  | Call printer to notify that files were sent walk through instruction document over the phone (if applicable) |  | Night Before |
| Production Day: OUTSOURCED PRODUCTION | | | |
|  | Printer produces and assembles all books, covers, spines, CD labels, etc. |  | Overnight/ Morning |
|  | Printer delivers books/CDs |  |  |
|  | Create labels for all boxes (outside of box)—in LARGE font—include label for five sides  of box |  |  |
|  | Create labels for all volumes (each set of volumes will be wrapped in brown paper and a label placed on outside) |  |  |
|  | Create labels for CD padded envelope |  |  |
|  | Book check |  |  |
|  | Book check cure (if necessary) |  |  |
|  | **Original** signatures (on ALL copies): cover letter, SF1449, amendments, title pages, and any other section required |  |  |
|  | Wrap all copies of each volume with brown paper (like a present) and place label on each “package” |  |  |
|  | Burn CDs with electronic proposals |  |  |
|  | Check CDs on TWO computers (all files open and look the same) |  |  |
|  | Please CD labels on each CD |  |  |
|  | Check CDs **again** on TWO computers (all files open and look the same) |  |  |
|  | Place CD covers/spines/backs in jewel cases |  |  |
|  | Insert CDs into matching CD cases |  |  |
|  | Ensure all CDs face up/centered in case |  |  |
|  | Please CDs (or sets) in padded envelope and seal label to envelope |  |  |
|  | Upload electronic copy to client site (or email), as required |  | 5pm night before due date (per FAR)! |
|  | Assemble boxes |  |  |
|  | Pack boxes: Neatly stack binders and CD envelope. Place Cover Letter on top. Fill with peanuts/bubble wrap/brown paper, as appropriate. **NOTE**: Two boxes: 1 for Delivery and 1 as BACKUP (Each Box: original + XX copies each volume hard copy; Original + XX copies each volume CD) |  |  |
|  | Place mailing/box labels on five sides of each box (four walls and top). |  |  |
|  | Prepare and print delivery receipt (if hand delivering) |  |  |
|  | Give delivery box(es) to designated deliverer |  |  |
|  | Ensure backup set is in a safe place and at least two people know where it is |  |  |
|  | Deliverer either 1) takes package to shipper or 2) hand delivers |  |  |
|  | Deliverer provides receipt to Proposal Manager: either 1) shipping receipt with tracking information or 2) receipt from client that they received the boxes on time |  |  |
| Production Day: IN-HOUSE PRODUCTION | | | |
|  | **Print** all materials using 28lb bright white 3-hole punched paper (or card stock for covers/spines):   * Volume Content—XX copies * Covers and Spines (print full bleed… 11x17 and trim down to size)—XX “Original;” XX copies * Title Pages (full bleed optional)— XX “Original;” XX copies * CD Labels and Covers (full bleed optional)— XX “Original;” XX copies * Cover Letters—XX copies |  | Morning |
|  | **Assemble** all binders:   * Insert covers/spines into binders * Insert title pages into binder (\*\*ensure copy number matches on cover, spine, and title page) * Insert “meat” of proposal, including all attachments * Insert tabs before each section (use table of contents to guide you) |  | Morning |
|  | Create labels for all boxes (outside of box)—in LARGE font—include label for five sides of box |  |  |
|  | Create labels for all volumes (each set of volumes will be wrapped in brown paper and a label placed on outside) |  |  |
|  | Create labels for CD padded envelope |  |  |
|  | Book check |  |  |
|  | Book check cure (if necessary) |  |  |
|  | **Original** signatures (on ALL copies): cover letter, SF1449, amendments, title pages, and any other section required |  |  |
|  | Wrap all copies of each volume with brown paper (like a present) and place label on each “package” |  |  |
|  | Burn CDs with electronic proposals |  |  |
|  | Check CDs on TWO computers (all files open and look the same) |  |  |
|  | Please CD labels on each CD |  |  |
|  | Check CDs **again** on TWO computers (all files open and look the same) |  |  |
|  | Place CD covers/spines/backs in jewel cases |  |  |
|  | Insert CDs into matching CD cases |  |  |
|  | Ensure all CDs face up/centered in case |  |  |
|  | Please CDs (or sets) in padded envelope and seal label to envelope |  |  |
|  | Upload electronic copy to client site (or email), as required |  | 5pm night before due date  (per FAR)! |
|  | Assemble boxes |  |  |
|  | Pack boxes: neatly stack binders and cd envelope. place cover letter on top. fill with peanuts/bubble wrap/brown paper, as appropriate. **note**: two boxes: 1 for delivery and 1 as BACKUP (each box: original + xx copies each volume hard copy; original + xx copies each volume CD) |  |  |
|  | Place mailing/box labels on five sides of each box (four walls and top). |  |  |
|  | Prepare and print delivery receipt (if hand delivering) |  |  |
|  | Give delivery box(es) to designated deliverer |  |  |
|  | Ensure backup set is in a safe place and at least two people know where it is |  |  |
|  | Deliverer either 1) takes package to shipper or 2) hand delivers |  |  |
|  | Deliverer provides receipt to Proposal Manager: either 1) shipping receipt with tracking information or 2) receipt from client that they received the boxes on time |  |  |
| After Production Day | | | |
|  | Track package, if necessary |  | Ongoing |
|  | Backup set: destroy or use as “in-house” copy |  | Morning |
|  | Shred any leftover materials (e.g., from review teams, extra copies of draft materials) |  | Morning |
|  | Clean up war room and production room |  | Morning |
|  | Breathe a sigh of relief |  | Ongoing |

