| 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 |

