

Sample Public-Solicitation Compliance Checklist

A compact example showing how RFP Relief Desk maps published administrative requirements into a source-linked handoff. This sample uses public information from City of Lewiston Bid 2026-050 and is not a review for any particular bidder.

EXAMPLE PACKAGE	PUBLISHED DEADLINE	DELIVERY TYPE
City of Lewiston, Maine Bid 2026-050	September 15, 2026 2:00 PM local time	Sealed submission Public-source review

What the checklist surfaces

CONTROL	PUBLISHED REQUIREMENT / OBSERVATION	HANDOFF STATUS
Meeting gate	The solicitation describes the September 1 onsite pre-bid meeting as mandatory.	CUSTOMER CONFIRMATION REQUIRED
Bid security	A 10% bid-security requirement applies to proposals above \$100,000; separate post-award bond language also appears.	THRESHOLD CHECK
Qualification package	Statement of qualifications, assigned personnel/licenses, capacity, schedule, and subcontractor information are requested.	PACKAGE MAP
Cost / forms	Bid sheets, a typed cost breakdown, certificate of insurance, and published identifier fields appear in the package.	FORM INVENTORY
Addenda control	Addenda acknowledgement must be reconciled against the live issuing-agency page immediately before release.	FINAL LIVE CHECK

THE HANDOFF	THE BOUNDARY
A full engagement returns a source inventory, dates/events map, requirements-and-forms matrix, addenda/Q&A; tracker, conflict or omission flags, and a concise final checklist. Every material item carries a source or an explicit unknown label.	Business Ready Works does not provide legal, engineering, estimating, pricing, licensing, bonding, or insurance advice; certify bidder eligibility or compliance; sign forms; or submit the bid. The customer keeps every bid decision and final submission responsibility.

Source trail

Issuing-agency posting: <https://www.lewistonmaine.gov/bids.aspx?bidID=1191>
Published package: <https://www.lewistonmaine.gov/DocumentCenter/View/19586>
This excerpt demonstrates format and operating discipline, not completeness. A paid engagement begins only after scope fit, source access, and deadline margin are confirmed.