SAMPLE REPORT. Fictional client and solicitation, shown only to illustrate the format. Not a real engagement.

RFP COMPLIANCE & READINESS

Roshan AI Solutions

RFP Compliance & Proposal Readiness Report

Prepared for **Example Client LLC** · Solicitation RFP-26-041

Request for Proposals RFP-26-041

Report status: **Ready to send** · Prepared October 26, 2026 · Operator Roshan

Client and engagement

Client
Example Client LLC

Proposal due date
2026-12-03

Report status
Ready to send

Solicitation number
RFP-26-041

Engagement type
Per-proposal review

Engagement notes
SAMPLE REPORT: fictional data

Executive summary

29	4	16	15
REQUIREMENTS	CRITICAL	HIGH RISK	DOCUMENTS

Human review: **29 of 29** items reviewed (100%). All critical items reviewed. Documents marked ready: 0 of 15.

Solicitation overview

Solicitation
RFP-26-041

Issuing organisation
STATE OF COLUMBIA

Due date
December 3, 2026

Timezone as stated
Eastern Time

Source file
Not recorded — the solicitation text was pasted

Title
Request for Proposals RFP-26-041

Submission method
Procurement portal

Due time
4:00 PM

Questions due
November 4, 2026 · 4:00 PM

Page references
Not applicable — solicitation text was pasted or uploaded as a text file

Official deadline resolved to UTC: **2026-12-03T21:00:00.000Z** (Eastern Time). Verify against the solicitation.

Critical and high-risk items

REQ-002 · Proposals are due December 3, 2026 at 4:00 PM Eastern Time.

HIGH mechanic · Section A — Solicitation and Instructions Summary · page 1 · Human Reviewed

Action: Put this on the proposal calendar and confirm the submission method, receipt and timezone.

REQ-003 · Late proposals will not be accepted.

CRITICAL hard · Section A — Solicitation and Instructions Summary · page 1 · Human Reviewed

Action: Put this on the proposal calendar and confirm the submission method, receipt and timezone.

REQ-004 · The official receipt is the timestamp recorded by the State procurement portal.

HIGH mechanic · Section A — Solicitation and Instructions Summary · page 1 · Human Reviewed

Action: Put this on the proposal calendar and confirm the submission method, receipt and timezone.

REQ-005 · Questions regarding this RFP must be submitted through the portal no later than November 4, 2026 at 4:00 PM ET. Questions submitted by email will not be answered.

HIGH mechanic · Section A — Solicitation and Instructions Summary · page 1 · Human Reviewed

Action: Put this on the proposal calendar and confirm the submission method, receipt and timezone.

REQ-006 · Offerors must hold a current vendor registration on the vehicle at the time of submission.

HIGH mechanic · Section A — Solicitation and Instructions Summary · page 1 · Human Reviewed

Action: Assign an owner and verify the wording against the original solicitation and every amendment.

REQ-007 · Offerors shall submit one technical proposal and one price proposal through the State procurement portal.

HIGH mechanic · Section L — Instructions to Offerors · page 2 · Human Reviewed

Action: Assign an owner and verify the wording against the original solicitation and every amendment.

REQ-010 · Pricing must be submitted on Exhibit B, Pricing Sheet, provided as Attachment A..

HIGH mechanic · Section L — Instructions to Offerors · page 2 · Human Reviewed

Action: Assign an owner and confirm the current supporting document is on file before the review deadline.

REQ-011 · Failure to submit the signed Offeror Certification Form, the completed Exhibit B Pricing Sheet, or acknowledgement of all amendments may result in rejection of the proposal as non-responsive.

CRITICAL hard · Section L — Instructions to Offerors · page 2 · Human Reviewed

Action: Locate the official form, complete it, and obtain the required signature before the package is assembled.

REQ-012 · The Offeror shall submit three references from government or healthcare clients for work performed within the last five years.

HIGH mechanic · Section L — Instructions to Offerors · page 2 · Human Reviewed

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Action: Assign an owner and confirm the current supporting document is on file before the review deadline.

REQ-013 · Reference forms are provided as Attachment C and must be completed by the reference directly.

HIGH mechanic · Section L — Instructions to Offerors · page 2 · Human Reviewed

Action: Assign an owner and confirm the current supporting document is on file before the review deadline.

REQ-014 · The Offeror must provide a current certificate of insurance evidencing at least $2,000,000 in cyber liability coverage and $1,000,000 in professional liability coverage.

HIGH hard · Section L — Instructions to Offerors · page 2 · Human Reviewed

Action: Assign an owner and confirm the current supporting document is on file before the review deadline.

REQ-016 · Offerors shall not contact any State employee other than the Procurement Officer identified in this solicitation.

HIGH hard · Section L — Instructions to Offerors · page 2 · Human Reviewed

Action: Assign an owner and verify the wording against the original solicitation and every amendment.

REQ-017 · The technical proposal must be signed by an authorized representative of the Offeror.

HIGH mechanic · Section L — Instructions to Offerors · page 2 · Human Reviewed

Action: Locate the official form, complete it, and obtain the required signature before the package is assembled.

REQ-018 · Offerors must acknowledge every amendment issued against this solicitation by submitting the signed Amendment Acknowledgement form.

HIGH mechanic · Section L — Instructions to Offerors · page 2 · Human Reviewed

Action: Locate the official form, complete it, and obtain the required signature before the package is assembled.

REQ-019 · Failure to acknowledge any amendment may render the proposal non-responsive.

CRITICAL hard · Section L — Instructions to Offerors · page 2 · Human Reviewed

Action: Assign an owner and verify the wording against the original solicitation and every amendment.

REQ-020 · The successful Offeror will be required to provide a quality assurance plan and a transition plan within 20 business days of contract award.

HIGH hard · Section L — Instructions to Offerors · page 2 · Human Reviewed

Action: Assign an owner and verify the wording against the original solicitation and every amendment.

REQ-021 · The State will award to the Offeror whose proposal represents the best value.

HIGH evaluation · Section M — Evaluation Factors · page 3 · Human Reviewed

Action: Map response evidence directly to this factor and state the score you expect to earn against it.

REQ-022 · Proposals will be evaluated on the following factors: Technical Approach is worth 40 points, Past Performance is worth 25 points, Staffing and Transition Plan is worth 20 points, and Price is worth 15

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points.

HIGH evaluation · Section M — Evaluation Factors · page 3 · Human Reviewed

Action: Map response evidence directly to this factor and state the score you expect to earn against it.

REQ-025 · The Offeror may be rejected for an unresolved conflict of interest or a material misrepresentation in its proposal.

CRITICAL hard · Section M — Evaluation Factors · page 3 · Human Reviewed

Action: Assign an owner and verify the wording against the original solicitation and every amendment.

REQ-029 · The Offeror shall provide a qualified project manager and a technical lead for the duration of the engagement.

HIGH hard · Attachment B — Statement of Work · page 4 · Human Reviewed

Action: Assign an owner and verify the wording against the original solicitation and every amendment.

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Required documents checklist

DOCUMENT	SOURCE	SIGNATURE	PRIORITY	STATUS
Amendment Acknowledgements	Section L — Instructions to Offerors · page 2	Likely required	Critical	Not Started
Conflict of Interest Disclosure	Section M — Evaluation Factors · page 3	Not detected	Critical	Not Started
Exhibit B Pricing Sheet	Section L — Instructions to Offerors · page 2	Not detected	Critical	Not Started
Offeror Certification Form	Section L — Instructions to Offerors · page 2	Likely required	Critical	Not Started
Certificate of Insurance	Section L — Instructions to Offerors · page 2	Not detected	High	Not Started
Price Proposal	Section L — Instructions to Offerors · page 2	Not detected	High	Not Started
Pricing Sheet	Section L — Instructions to Offerors · page 2	Not detected	High	Not Started
Quality Assurance Plan	Section L — Instructions to Offerors · page 2	Not detected	High	Not Started
Reference Forms	Section L — Instructions to Offerors · page 2	Not detected	High	Not Started
Technical Proposal	Section L — Instructions to Offerors · page 2	Not detected	High	Not Started
Three References	Section L — Instructions to Offerors · page 2	Not detected	High	Not Started
Transition Plan	Section L — Instructions to Offerors · page 2	Not detected	High	Not Started
Cover Letter	Section L — Instructions to Offerors · page 2	Not detected	Standard	Not Started

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DOCUMENT	SOURCE	SIGNATURE	PRIORITY	STATUS
Signed Cover Letter	Attachment A — Required Forms and Documents · page 4	Likely required	Standard	Not Started
Table of Contents	Section L — Instructions to Offerors · page 2	Not detected	Standard	Not Started

Evaluation factors and weights

FACTOR	WEIGHT	SOURCE
Technical Approach	40 points	Section M — Evaluation Factors · page 3
Past Performance	25 points	Section M — Evaluation Factors · page 3
Staffing and Transition Plan	20 points	Section M — Evaluation Factors · page 3
Price	15 points	Section M — Evaluation Factors · page 3

Stated weights total **100 points** across 4 of 4 factor(s).

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Full compliance matrix

Source quotes are **Excerpt from the text you supplied — not a verified citation of the official document. Check it against the original.**

ID	REQUIREMENT	TYPE	RISK	SOURCE	OWNER	STATUS	REVIEW
REQ-001	The State of Columbia Department of Administrative Services is seeking a qualified Offeror to provide secure health data exchange…	mechanic	LOW	Section A — Solicitation and Instructions Summary · p1	Proposal team	Not Started	Human Reviewed
REQ-002	Proposals are due December 3, 2026 at 4:00 PM Eastern Time.	mechanic	HIGH	Section A — Solicitation and Instructions Summary · p1	Proposal team	Not Started	Human Reviewed
REQ-003	Late proposals will not be accepted.	hard	CRITICAL	Section A — Solicitation and Instructions Summary · p1	Proposal team	Not Started	Human Reviewed
REQ-004	The official receipt is the timestamp recorded by the State procurement portal.	mechanic	HIGH	Section A — Solicitation and Instructions Summary · p1	Proposal team	Not Started	Human Reviewed
REQ-005	Questions regarding this RFP must be submitted through the portal no later than November 4, 2026 at 4:00 PM ET. Questions submitt…	mechanic	HIGH	Section A — Solicitation and Instructions Summary · p1	Proposal team	Not Started	Human Reviewed

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ID	REQUIREMENT	TYPE	RISK	SOURCE	OWNER	STATUS	REVIEW
REQ-006	Offerors must hold a current vendor registration on the vehicle at the time of submission.	mechanic	HIGH	Section A — Solicitation and Instructions Summary · p1	Proposal team	Not Started	Human Reviewed
REQ-007	Offerors shall submit one technical proposal and one price proposal through the State procurement portal.	mechanic	HIGH	Section L — Instructions to Offerors · p2	Proposal team	Not Started	Human Reviewed
REQ-008	The technical proposal shall not exceed 40 pages, excluding the cover letter, table of contents, and required forms.	mechanic	LOW	Section L — Instructions to Offerors · p2	Proposal team	Not Started	Human Reviewed
REQ-009	All files must be submitted as searchable PDF documents.	mechanic	LOW	Section L — Instructions to Offerors · p2	Proposal team	Not Started	Human Reviewed
REQ-010	Pricing must be submitted on Exhibit B, Pricing Sheet, provided as Attachment A..	mechanic	HIGH	Section L — Instructions to Offerors · p2	Proposal team	Not Started	Human Reviewed
REQ-011	Failure to submit the signed Offeror Certification Form, the completed Exhibit B Pricing Sheet, or acknowledgement of all amendme…	hard	CRITICAL	Section L — Instructions to Offerors · p2	Proposal team	Not Started	Human Reviewed

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ID	REQUIREMENT	TYPE	RISK	SOURCE	OWNER	STATUS	REVIEW
REQ-012	The Offeror shall submit three references from government or healthcare clients for work performed within the last five years.	mechanic	HIGH	Section L — Instructions to Offerors · p2	Proposal team	Not Started	Human Reviewed
REQ-013	Reference forms are provided as Attachment C and must be completed by the reference directly.	mechanic	HIGH	Section L — Instructions to Offerors · p2	Proposal team	Not Started	Human Reviewed
REQ-014	The Offeror must provide a current certificate of insurance evidencing at least $2,000,000 in cyber liability coverage and $1,000…	hard	HIGH	Section L — Instructions to Offerors · p2	Proposal team	Not Started	Human Reviewed
REQ-015	The State may, at its sole discretion, allow an Offeror to cure a minor informality in the reference forms after the submission d…	curable	MEDIUM	Section L — Instructions to Offerors · p2	Proposal team	Not Started	Human Reviewed
REQ-016	Offerors shall not contact any State employee other than the Procurement Officer identified in this solicitation.	hard	HIGH	Section L — Instructions to Offerors · p2	Proposal team	Not Started	Human Reviewed
REQ-017	The technical proposal must be	mechanic	HIGH	Section L — Instructions	Proposal team	Not Started	Human Reviewed

SAMPLE

ID	REQUIREMENT	TYPE	RISK	SOURCE	OWNER	STATUS	REVIEW
	signed by an authorized representative of the Offeror.			to Offerors · p2			
REQ-018	Offerors must acknowledge every amendment issued against this solicitation by submitting the signed Amendment Acknowledgement for…	mechanic	HIGH	Section L — Instructions to Offerors · p2	Proposal team	Not Started	Human Reviewed
REQ-019	Failure to acknowledge any amendment may render the proposal non-responsive.	hard	CRITICAL	Section L — Instructions to Offerors · p2	Proposal team	Not Started	Human Reviewed
REQ-020	The successful Offeror will be required to provide a quality assurance plan and a transition plan within 20 business days of cont…	hard	HIGH	Section L — Instructions to Offerors · p2	Proposal team	Not Started	Human Reviewed
REQ-021	The State will award to the Offeror whose proposal represents the best value.	evaluation	HIGH	Section M — Evaluation Factors · p3	Proposal team	Not Started	Human Reviewed
REQ-022	Proposals will be evaluated on the following factors: Technical Approach is worth 40 points, Past	evaluation	HIGH	Section M — Evaluation Factors · p3	Proposal team	Not Started	Human Reviewed

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ID	REQUIREMENT	TYPE	RISK	SOURCE	OWNER	STATUS	REVIEW
	Performance is worth 25 points…						
REQ-023	The Technical Approach factor must demonstrate data security controls, an implementation schedule, and service level reporting.	evaluation	MEDIUM	Section M — Evaluation Factors · p3	Proposal team	Not Started	Human Reviewed
REQ-024	The Past Performance factor requires demonstrated experience with comparable health data exchange implementations.	evaluation	MEDIUM	Section M — Evaluation Factors · p3	Proposal team	Not Started	Human Reviewed
REQ-025	The Offeror may be rejected for an unresolved conflict of interest or a material misrepresentation in its proposal.	hard	CRITICAL	Section M — Evaluation Factors · p3	Proposal team	Not Started	Human Reviewed
REQ-026	Price will be evaluated for reasonableness and completeness against the Exhibit B Pricing Sheet.	mechanic	LOW	Section M — Evaluation Factors · p3	Proposal team	Not Started	Human Reviewed
REQ-027	The lowest price will not automatically receive the maximum score.	evaluation	MEDIUM	Section M — Evaluation Factors · p3	Proposal team	Not Started	Human Reviewed

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ID	REQUIREMENT	TYPE	RISK	SOURCE	OWNER	STATUS	REVIEW
REQ-028	The following documents must be included in the submission: signed cover letter, Offeror Certification Form, Exhibit B Pricing Sh…	mechanic	LOW	Attachment A — Required Forms and Documents · p4	Proposal team	Not Started	Human Reviewed
REQ-029	The Offeror shall provide a qualified project manager and a technical lead for the duration of the engagement.	hard	HIGH	Attachment B — Statement of Work · p4	Proposal team	Not Started	Human Reviewed

Amendment history

No amendment comparison has been run for this analysis, so this report records none. If the client issued amendments, paste each one in the Amendments tab and run Compare versions before export so the change is tracked here.

Operator sign-off

Reviewer name	**Roshan**
Review date	October 20, 2026
Report status	Ready to send
Issued by	Roshan AI Solutions
Items reviewed	29 of 29 (100%)
Critical items unreviewed	0
Checked against the original solicitation	Confirmed by the operator before export
Human-reviewed claim	Operator sign-off recorded before export: this report was checked against the original solicitation by the named reviewer, and all 29 item(s) below are marked Human Reviewed.
Amendment comparisons recorded	0

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Legal notice

Disclaimer: This report is an AI-assisted analysis intended solely for human review. It does not constitute legal, financial, or procurement advice. Final responsibility for compliance rests entirely with the bidder. Every requirement, deadline, and evaluation factor must be verified against the original official solicitation documents, its amendments, and instructions before final submission.

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Prepared for the named client only.

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