

GOVERNMENT PROCUREMENT CHECKLIST

Quote Comparison and Scope-Gap Checklist

A consistent way to compare differently structured responses before a decision.

Prepared by: Unparalleled Source

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Purpose

Use this checklist to organize quotes or proposals around the same scope, price basis, timing, assumptions, and exclusions.

How to use this checklist

Bid normalization means placing differently structured responses into one consistent view so reviewers can see material differences. A scope gap is a required item, service, responsibility, or term that a response does not clearly include.

Reviewed by the Unparalleled Source Procurement Desk | July 18, 2026

Questions: unps@unparalleledsource.com | [267-206-8170](tel:267-206-8170) | [Government Procurement](#)

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1. Comparison basis

Confirm that every response is being reviewed against the same approved requirement.

- The controlling requirement, revision, addenda, and evaluation date are recorded.
- Required, preferred, and optional items are separated.
- The comparison owner and authorized reviewers are named.

Notes / evidence / owner:

2. Quote metadata

Capture the source and validity of each response.

- Supplier name, contact, response date, revision, and quote or proposal number are recorded.

- Validity period, currency, payment terms, and required acceptance date are visible.
- The responding entity and proposed fulfillment or performance entity are clear.

Notes / evidence / owner:

3. Scope inclusion

Map each required element to an explicit response.

- Each product, service, task, deliverable, location, and option has an included, excluded, alternate, or unclear status.
- Installation, configuration, testing, training, support, and closeout responsibilities are addressed where applicable.
- Customer-furnished items and third-party dependencies are recorded.

Notes / evidence / owner:

4. Price basis and quantities

Make the commercial structures comparable without changing the submitted offer.

- Unit prices, extended prices, quantities, minimums, tiers, and option pricing are separated.
- One-time, recurring, usage-based, reimbursable, and estimated charges are identified.
- Freight, travel, taxes, duties, installation, support, escalation, and contingency treatment are visible.
- Any arithmetic or quantity discrepancy is flagged for clarification rather than silently corrected.

Notes / evidence / owner:

5. Schedule and lead time

Compare when each response can actually deliver.

- Lead time starts from a defined event such as order, notice to proceed, data receipt, or site readiness.
- Delivery, mobilization, milestone, completion, and acceptance dates are compared.
- Schedule dependencies, blackout periods, and expedited options are recorded.

Notes / evidence / owner:

6. Warranties, support, and documentation

Check what remains available after delivery.

- Warranty term, start point, coverage, remedy, and exclusions are clear.

- Support hours, service levels, response targets, maintenance, and renewal terms are compared where applicable.
- Required product data, reports, licenses, manuals, test records, and closeout documents are included or flagged.

Notes / evidence / owner:

7. Assumptions, exclusions, and alternates

Read the qualifications before relying on the headline price.

- Every assumption and exclusion is copied into the comparison record in plain language.
- Alternates are separated from the compliant base response and linked to their effect on scope, price, and schedule.
- Conflicts between the response and the requirement are assigned for clarification.

Notes / evidence / owner:

8. Logistics and delivery

Confirm that the proposed path works at the destination.

- Shipping terms, packaging, delivery method, receiving limits, storage, staging, and site access are addressed.
- Geographic coverage, field presence, subcontracted work, and handoffs are explicit.
- Returns, damaged goods, disposal, demobilization, and transition responsibilities are clear where applicable.

Notes / evidence / owner:

9. Risk questions

Turn material uncertainty into focused clarifications.

- Supply, capacity, schedule, technical, commercial, transition, and performance risks are listed by response.
- Each high-impact unknown has a question, owner, due date, and response status.
- No unsupported rating or preference is added to the record.

Notes / evidence / owner:

10. Decision record

Document what the comparison supports and what remains unresolved.

- Material differences, scope gaps, and tradeoffs are summarized.
- Clarifications and final revisions are retained with dates and owners.
- The decision, approval authority, rationale, conditions, and next action are recorded.

Notes / evidence / owner:

Decision boundary

Normalization improves comparability; it does not replace the buyer's stated evaluation method, independent judgment, or award authority.

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