

# Compliance Matrix Checklist



## What is Compliance Matrix?

- The compliance matrix is a tool used to help ensure that the proposal responds to and complies with all RFP requirements.
- It maps the requirements of the RFP down to the location in the response where the requirement is answered.

## Purpose of a Compliance Matrix

- It shows you what requirements must be addressed in a given section.
- It enables you to validate that all requirements have been responded to.
- It makes it easier for the reviewers and customers to understand the RFP and how to navigate your response to it.
- A complex RFP needs a Compliance Matrix to map the requirements to the outline.

## Building a Compliance Matrix

- Read the RFP thoroughly.
- Make a list of all the requirements identified.
- It should capture the requirement, the location of the requirement in the RFP, and the location of the response in the proposal.

## Best Practices

- Prepare a comprehensive compliance matrix for every bid request.
- Build the compliance matrix early
- Shred the RFP line by line
- Tailor the compliance matrix for your customer and setting
- Create your compliance matrix using a spreadsheet application
- Follow the customer's lead.
- Keep the compliance matrix up to date throughout the proposal process
- Submit a response matrix with your proposal
- Enhance compliance with responsiveness
- Use the compliance matrix as a selling tool