CONNECTICUT
Administrative Services

Checklist: Submitting a Bid Proposal

Use this checklist to prepare and submit a bid proposal in response to a Connecticut Department of Administrative Services (DAS) solicitation.

✓ DO

- Register on CTsource, the state contracting portal, to search opportunities, review solicitations, and submit proposals.
- Review the Supplier Solicitation Response and Addenda Guide for instructions.
- Read the full solicitation, including attachments, questionnaires, and evaluation criteria.
- Tailor your response to the solicitation requirements.
- Use the Question & Answer period (if available) to clarify requirements.
- Submit questions in the required format and timeframe. Review posted responses to all questions even if you didn't ask one.
- Notify references in advance.
- Double-check your proposal for completeness and required formats.
- Ensure all questions are answered, formulas and calculations are correct, and required attachments are included.

✓ DON'T

- Don't wait until the last minute to begin your solicitation response.
- Don't contact any State employee concerning the opportunity, as it violates the procurement process.
- Don't change any bid forms provided in the solicitation.
- Don't substitute items unless the solicitation allows it.