

# Compliance Matrix Template

*RFP/RFQ/IFB Requirement Mapping Tool*

## What Is a Compliance Matrix?

A compliance matrix is a structured tool used to track, verify, and document every requirement in a solicitation. It ensures that all mandatory elements are identified, assigned, addressed, and cross-referenced before submission.

Compliance matrices are commonly used in:

- Government contracting (federal, state, local)
- Infrastructure and construction bids
- Complex corporate RFPs
- Prime–subcontractor proposal teams

Failure to use a compliance matrix is one of the most common causes of bid rejection.

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## When to Use This Template

Use this compliance matrix after:

- Contract readiness is confirmed, and
- A specific solicitation has been identified, and
- A bid/no-bid decision is being considered or approved.

This tool supports:

- Bid planning
- Proposal development
- Internal reviews
- Audit trails

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## How to Use This Template (High-Level)

1. Read the solicitation in full.
2. Extract every requirement (technical, administrative, pricing, compliance).
3. Enter each requirement into the matrix.
4. Assign responsibility and track status.
5. Verify compliance before submission.

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### RFP/RFQ/IFB Requirement Mapping Tool

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### **Common Mistakes This Template Helps Prevent**

- Missing mandatory forms
- Overlooking formatting or page limits
- Misplacing required attachments
- Assuming requirements are “optional”
- Failing to assign responsibility
- Submitting non-responsive proposals

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### **How Quin-Z Uses Compliance Matrices**

We use compliance matrices to do the following:

- Identify bid risks early
- Support go/no-go decisions
- Organize proposal development
- Reduce rejection and protest risk
- Create defensible audit trails

**Disclaimer:** *This template is provided for planning and organizational purposes only and does not replace solicitation instructions, agency guidance, or legal review.*

# Compliance Matrix

## Section A — Solicitation Information

Field	Entry
Solicitation Title	_____
Solicitation Number	_____
Issuing Agency/Buyer	_____
Contract Type (RFP/RFQ/IFB)	_____
Prime or Subcontractor Role	_____
Proposal Due Date & Time	_____
Submission Method	_____
Amendment(s) Issued	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Section B — Requirement Mapping Table

#	Solicitation Section/Page	Requirement Description	Mandatory (Y/N)	Response Location	Responsible Party	Status	Notes
1	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____	_____	_____	_____
2	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____	_____	_____	_____
3	_____	_____	<input type="checkbox"/> Y <input type="checkbox"/> N	_____	_____	_____	_____

...

Status options (recommended):

- (NS)- Not Started
- (IP) - In Progress
- (C) - Complete
- (NR) - Needs Review
- (NC) - Non-Compliant (Flag)

## Section C — Administrative & Eligibility Requirements

Requirement	Confirmed	Notes
Active registration (SAM/SIGMA/Portal)	<input type="checkbox"/>	_____
Required certifications held	<input type="checkbox"/>	_____
Representations & certifications completed	<input type="checkbox"/>	_____
Insurance thresholds met	<input type="checkbox"/>	_____
Bonding requirements addressed (if applicable)	<input type="checkbox"/>	_____

## Section D — Technical & Performance Requirements

Requirement Area	Addressed	Notes
Scope of work fully covered	<input type="checkbox"/>	_____
Staffing & key personnel identified	<input type="checkbox"/>	_____
Past performance aligned	<input type="checkbox"/>	_____
Subcontractors identified (if required)	<input type="checkbox"/>	_____
Schedule & delivery requirements met	<input type="checkbox"/>	_____

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## Section E — Pricing & Financial Compliance

Item	Confirmed	Notes
Pricing format followed	<input type="checkbox"/>	_____
Cost elements included	<input type="checkbox"/>	_____
Wage / labor requirements reviewed	<input type="checkbox"/>	_____
Cash-flow impact assessed	<input type="checkbox"/>	_____
Financial assumptions documented	<input type="checkbox"/>	_____

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## Section F — Final Compliance Certification

Item	Completed
All mandatory requirements addressed	<input type="checkbox"/>
All attachments included	<input type="checkbox"/>
Formatting & page limits met	<input type="checkbox"/>
Internal review completed	<input type="checkbox"/>
Approved for submission	<input type="checkbox"/>

Internal Approval By: \_\_\_\_\_

Date: \_\_\_\_\_