*[****Instructions for use:*** *This compliance matrix example is intended for complex government RFPs. Replace or delete any content inside brackets with applicable RFP and proposal information. Copy and paste heading and table for multiple volumes.]*

### [Volume #: Title]

| Section L | Proposal Submission Requirements, Instructions | Section M | Evaluation Factors | Proposal Section | Proposal Page | SOW | Owner | Status |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *[Section number from RFP*  *Ex. 4.2.1]* | *[Exact language with a single request per line, breaking up sentences into multiple lines to respond to each request individually*  *Ex. Submit a design for the project in accordance with the Project SOW.]* | *[Section number from RFP*  *Ex. 2.3.3]* | *[Exact language with a single factor per line, aligning factors with requirements or creating new lines for factors not associated with a requirement*  *Ex. The subfactor minimum is met when the Offeror’s design is established as sound and feasible and conforms to all applicable requirements of the Project SOW, clearly demonstrating evidence of the full capability their team possesses for executing the project.]* | *[Section number in proposal—should usually match Section L*  *Ex. 4.2.1]* | *[Page number in submitted proposal—to be added right before submission*  *Ex. 128]* | *[Section or area of applicable Statement of Work information*  *Ex. Appendix J]* | *[Writer or person in charge of responding to this requirement*  *Ex. Paige/MM]* | *[Status of requirement as Not started, In process, or Complete*  *Ex. In process]* |
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