# Bid Readiness Checklist

Use this checklist before submitting any proposal to ensure your bid is strategically positioned, fully compliant, and aligned with how procurement professionals actually score and select vendors. Each item is designed to help you win more contracts by avoiding the most common mistakes vendors make.

## ✅ Pre-Bid Strategy

* Have you reviewed the full RFP/RFQ including appendices and evaluation criteria?
* Do you understand the scoring model (e.g., weighted points for pricing, compliance, technical value)?
* Have you submitted clarification questions or participated in pre-bid meetings?
* Have you identified all decision-makers and influencers (technical and procurement)?
* Is your team aligned on a win strategy and go/no-go decision?

## 📝 Proposal Structure & Compliance

* Is your proposal organized according to the buyer’s requested format?
* Have all required forms, certificates, and attachments been included?
* Did you respond to each requirement or question clearly and directly?
* Are you compliant with all mandatory requirements (e.g., delivery terms, specs, qualifications)?
* Have you double-checked for typos, inconsistencies, and missed requirements?

## 💡 Value Proposition & Differentiation

* Have you clearly articulated your value proposition in buyer language (not marketing speak)?
* Did you highlight specific ways your solution reduces risk, saves time, or adds value?
* Are case studies, references, or past performance data included and relevant?
* Is your technical solution tailored—not just copied from a past bid?

## 💰 Pricing Strategy

* Have you benchmarked your price against market or competitor rates?
* Is your pricing structure clear, with no hidden costs?
* Have you provided pricing options or discounts where appropriate?
* Does your price align with the weighting in the evaluation model?

## 📦 Post-Award Planning

* Did you outline your implementation or onboarding plan?
* Have you addressed service levels, support, and communication expectations?
* Is there a plan for continuous improvement or performance reviews post-award?

## 📨 Final Submission Review

* Was your proposal reviewed by someone outside the writing team (QA or fresh eyes)?
* Did you confirm submission method, deadline, and contact info for questions?
* Is your file format correct and under any file size limits?
* Have you submitted early to avoid last-minute issues?