



# STANDARD BID RESPONSE TIMELINE

## 60 DAY BID PERIOD

<div>RELEASE</div>										SUBMIT DAY 59 <i>(24 Hours Prior To Deadline)</i>
DAY 1-5 <i>The first 10% of open bid period</i>		DAY 6 <i>10% of the way into bid period</i>	DAY 7-16	DAY 17-19	DAY 20-28	DAY 29-31	DAY 32-38	DAY 39-40	DAY 41-52 <i>20% of bid open period</i>	DAY 53-58 <i>10% of bid open period</i>
READ		MANAGE	PLAN	WRITE, REVIEW, EDIT					POLISH	SAFETY NET
UNDERSTAND		KICK-OFF MEETING	CONTENT CREATION VERSION 1	REVIEW VERSION 1	CONTENT CREATION VERSION 2	REVIEW VERSION 2	CONTENT FINALISATION	FINAL BOARD/MANAGEMENT APPROVAL <i>(if applicable)</i>	PRODUCTION	CONTINGENCY
Distribute bid to team  Read all bid documents twice: • 1st read to understand • 2nd read to highlight key information  Confirm bid/no-bid decision based on RFT requirements  Identify key client priorities		Decide win themes  Identify operational strategy  Allocate all questions to a member of your team  Submit any clarifications to the client  Draft outline of Executive Summary	Aim for 60% bid completion  Plan response content for each returnable  Identify any additional clarifications  Refine your story and unique value propositions  Identify bid response weaknesses/gaps and resolve	Submit to bid manager/peer reviewer  Understand feedback, edit accordingly  Further research and content creation	Refine draft responses to min. 85% complete inc V1 review notes  Adjust content to clarification answers  Align answers with overarching key messages  Identify appendices and key supporting docs  Ensure answers flow and are easy for the reader	Submit to bid manager/peer reviewer  Edit document to ensure consistent messaging throughout  Look for consistency in language, grammar, naming conventions	Complete all unfinished answers and address V2 review notes  Thoroughly check all clarification answers and addendums and adjust content accordingly  Ensure your key value propositions are clear to the reader  Finalise executive summary	Obtain final sign off from management  Ensure there are no further edits or changes within the bid	Spell and grammar check  Format doc (spacing, font, headings, margins)  Check file names and submission instructions  Finalise appendices  Final compliance check  Insert page numbers and table(s) of contents  Convert and compress PDF	Always put aside 10% of your total bid time as spare time  Some things will require more time and you must have time to spare  Do not skip this step