



## 90 DAY BID PERIOD

RELEASE										SUBMIT DAY 89 (24 Hours Prior To Deadline)
DAY 1-8 <i>The first 10% of open bid period</i>		DAY 9 <i>10% of the way into bid period</i>	DAY 10-30	DAY 31-37	DAY 38-51	DAY 52-54	DAY 55-59	DAY 60-61	DAY 62-79 <i>20% of bid open period</i>	DAY 80-88 <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
<p>Distribute bid to team</p> <p>Read all bid documents twice:</p> <ul style="list-style-type: none"><li>• 1st read to understand</li><li>• 2nd read to highlight key information</li></ul> <p>Confirm bid/no-bid decision based on RFT requirements</p> <p>Identify key client priorities</p>		<p>Decide win themes</p> <p>Identify operational strategy</p> <p>Allocate all questions to a member of your team</p> <p>Submit any clarifications to the client</p> <p>Draft outline of Executive Summary</p>	<p>Aim for 60% bid completion</p> <p>Plan response content for each returnable</p> <p>Identify any additional clarifications</p> <p>Refine your story and unique value propositions</p> <p>Identify bid response weaknesses/ gaps and resolve</p>	<p>Submit to bid manager/peer reviewer</p> <p>Understand feedback, edit accordingly</p> <p>Further research and content creation</p>	<p>Refine draft responses to min. 85% complete inc V1 review notes</p> <p>Adjust content to clarification answers</p> <p>Align answers with overarching key messages</p> <p>Identify appendices and key supporting docs</p> <p>Ensure answers flow and are easy for the reader</p>	<p>Submit to bid manager/peer reviewer</p> <p>Edit document to ensure consistent messaging throughout</p> <p>Look for consistency in language, grammar, naming conventions</p>	<p>Complete all unfinished answers and address V2 review notes</p> <p>Thoroughly check all clarification answers and addendums and adjust content accordingly</p> <p>Ensure your key value propositions are clear to the reader</p> <p>Finalise executive summary</p>	<p>Obtain final sign off from management</p> <p>Ensure there are no further edits or changes within the bid</p>	<p>Spell and grammar check</p> <p>Format doc (spacing, font, headings, margins)</p> <p>Check file names and submission instructions</p> <p>Finalise appendices</p> <p>Final compliance check</p> <p>Insert page numbers and table(s) of contents</p> <p>Convert and compress PDF</p>	<p>Always put aside 10% of your total bid time as spare time</p> <p>Some things will require more time and you must have time to spare</p> <p>Do not skip this step</p>