



# STANDARD BID RESPONSE TIMELINE

## NO ALLOCATED TIME FRAME

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