

Bid / No-Bid Field Card

A fast first pass before your team commits proposal time and money.

Opportunity / ID:

Agency / customer:

Response deadline:

Decision owner:

For each question, record a source or owner. Unknown is not a yes.

01	Mission fit Can we explain the customer problem and the result they need? Evidence / owner: _____	☐
02	Capability Can we deliver the actual scope with resources we control or can secure? Evidence / owner: _____	☐
03	Relevant proof Do we have recent, supportable examples that match the requirement? Evidence / owner: _____	☐
04	Acquisition path Are we eligible to compete through the stated vehicle, set-aside, and role? Evidence / owner: _____	☐
05	Customer insight What do we know firsthand, and what is only an assumption? Evidence / owner: _____	☐
06	Competitive position Why would the buyer choose us over the incumbent or other bidders? Evidence / owner: _____	☐
07	Team and workshare Are partners committed, capable, and aligned on responsibilities? Evidence / owner: _____	☐
08	Price and capacity Can we price responsibly and perform if we win? Evidence / owner: _____	☐
09	Proposal readiness Can we meet every deadline, instruction, and approval gate? Evidence / owner: _____	☐

Mark the box only when the answer has support. Carry gaps to the decision record.

Decision Record

Document the call, the gaps, and who owns the next action.

Critical stop conditions

- ☐ Cannot meet a mandatory eligibility, security, or submission requirement.
- ☐ No credible delivery path, funding for pursuit, or accountable proposal lead.
- ☐ A material company claim or partner commitment cannot be supported.

A stop condition requires resolution or a documented no-bid. Do not score it away.

Decision

- ☐ PURSUE ☐ HOLD / INVESTIGATE ☐ NO BID

Top three reasons for this decision

- _____
- _____
- _____

Open questions / required evidence

- _____
- _____
- _____

Next action:

Owner:

Due date:

Decision approved by:

Date:

USE IT AS A GATE, NOT AS A FORMALITY

If key facts are missing, assign owners and a decision date. Reassess when an amendment, new customer information, a teammate, or a pricing fact changes the pursuit.