

Bid/no bid form

How this works

The bid/no bid process provides objective evidence to help you make a decision.

Answer each question, putting a 1 in the appropriate column (except question 12).

Total up each column, and take away the 'no' total from the 'yes' total and review the interpretation box.

	Yes	No
1. We have well-established relationships with the client		
2. We have no conflicts of interest		
3. We have the time to complete this bid		
4. We have the right resources to complete this bid, including bid writer, technical experts and sign-off		
5. We can demonstrate the right experience to provide the client with confidence we can complete this project		
6. We have the right skills to be able to complete this project, including the right CVs to include in the bid		
7. We have the organisational infrastructure in place, including certifications, financial position and insurances		
8. We can clarify, quantify and communicate why we want to win this piece of work		
9. We have the right delivery team in place for this project		
10. This project fits with our business plan and strategy		
11. We have been tracking this opportunity		
12. This is an ad-hoc opportunity we have been approached to bid <i>(if yes, add one in the no column)</i>		
13. We have checked the legal and contractual requirements, and they fall within our company's parameters		
14. The client has funding in place for this project		
15. We know who will be evaluating this bid		
16. We know how the bid will be marked		
Totals		
No - Yes =		

Interpretation

13 - 16	Strong opportunity that should be bid with the full support of the business and senior management
7 - 12	Is there any further information available to strengthen the business case of progressing this opportunity?
1 - 6	Definitely not worth pursuing any further