


# Bid Proposal Checklist

7 steps to creating successful proposals

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# Introduction

A bid proposal differentiates you from the competitors. It has to be attention-grabbing, as governments or enterprises use it to persuade someone to complete their specific project with service or products.

It explains the services or products you can offer with an estimated cost and timeline and how you are the best for the job assigned.

Depending on the type of project, the bid proposal can be elaborative or precise. This highly competitive piece undergoes sets of editing too. In addition, numerous companies participate in bid proposals with the same primary focus leaving the reviewer to select one after analyzing all the parameters.

**Aavenir Bid Proposal Checklist** will simplify your task and boost wins by highlighting the significant proposal criteria document. In addition, it will benefit you with timely and precise documents that will convince the reviewer.

Our checklist collection covers all accepts of the Source-to-Pay journey and helps manage recurring activities. Set your own deadlines and make the best of this checklist to automate your actions.



# Bid Proposal Checklist

| Bid Reviewer Details | |
|---|---|
| Name of bid reviewer (person/company) | |
| Job Title of bid reviewer | |
| Bid reviewer company | |

| State Company Goals | |
|---|---|
| ☐ | Describe the company's value aligned with the reviewer's company |
| ☐ | Company's values and objective |
| **Confirm Problem Statement** | |
| ☐ | Know the pain point |
| **Before Getting Started with a Proposal** | |
| ☐ | Understanding of need statement |
| ☐ | State purpose of bid proposal |
| ☐ | Add actions against problems to your bid proposal document |
| **Mention Cost Breakdown** | |
| ☐ | Include a breakdown of all costs (direct and indirect) |
| ☐ | Mention direct cost of production, distribution, etc. |
| ☐ | Mention indirect cost, including support staff, utilities, legal expenses, etc |
| ☐ | Record each activity to justify associated costs |

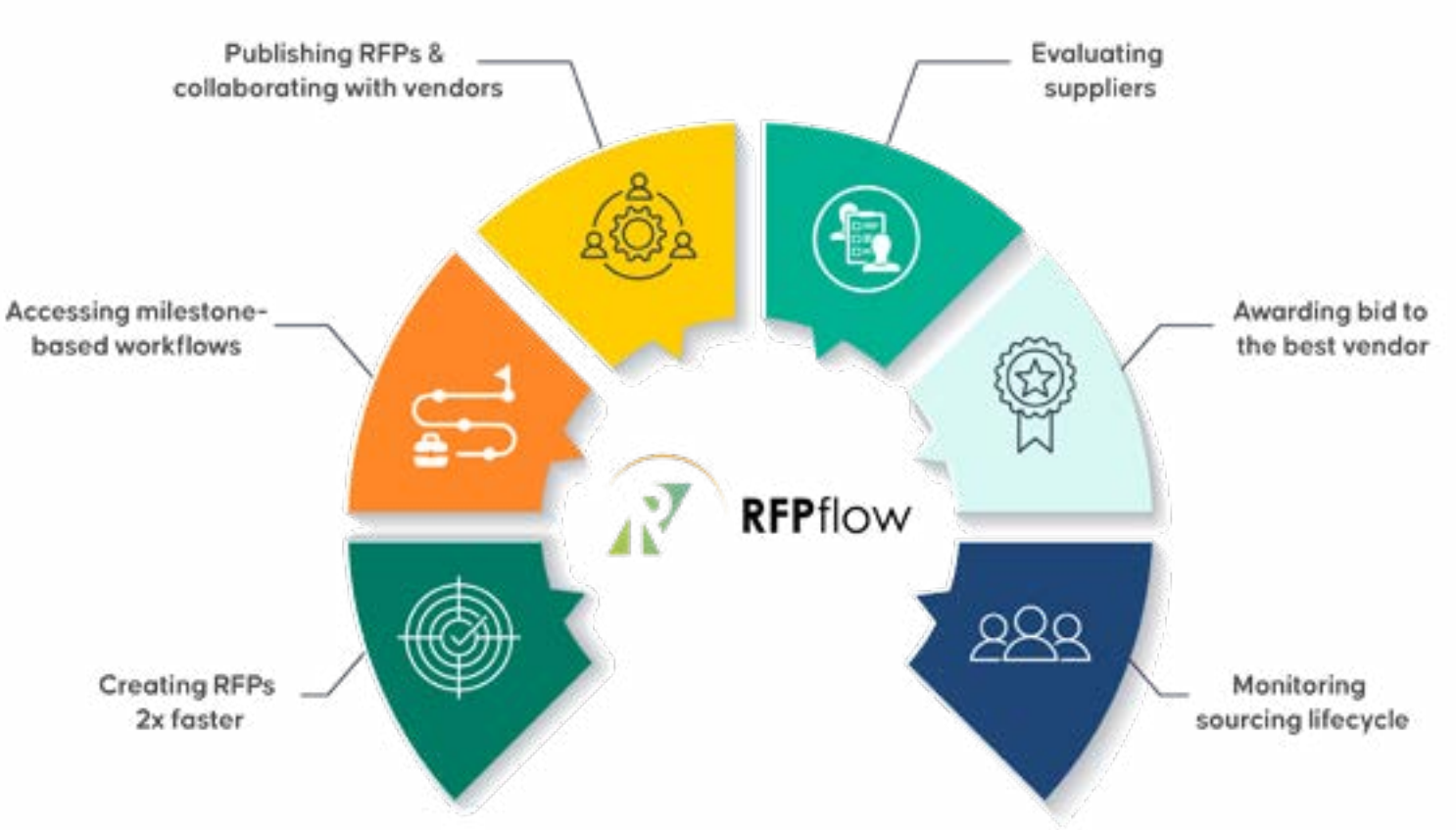
| Describe Outcome from Proposal | |
|---|---|
| ☐ | Mention expected outcome |
| ☐ | Highlight the business benefits with your proposal |
| **Write Proposal Letter** | |
| ☐ | Include guidelines in RFP from the reviewer |
| ☐ | Mention in the proposal |

| | |
|---|---|
| ☐ | Company address |
| ☐ | Requester's company address |
| ☐ | Key contact name and details |
| ☐ | Activity/project name |
| ☐ | Problem statement with an explanation |
| ☐ | Benefit you will offer on winning bid |
| ☐ | Estimated cost and timelines |
| ☐ | Contact details |

Once the draft is approved, implement the feedback and submit the final bid proposal.

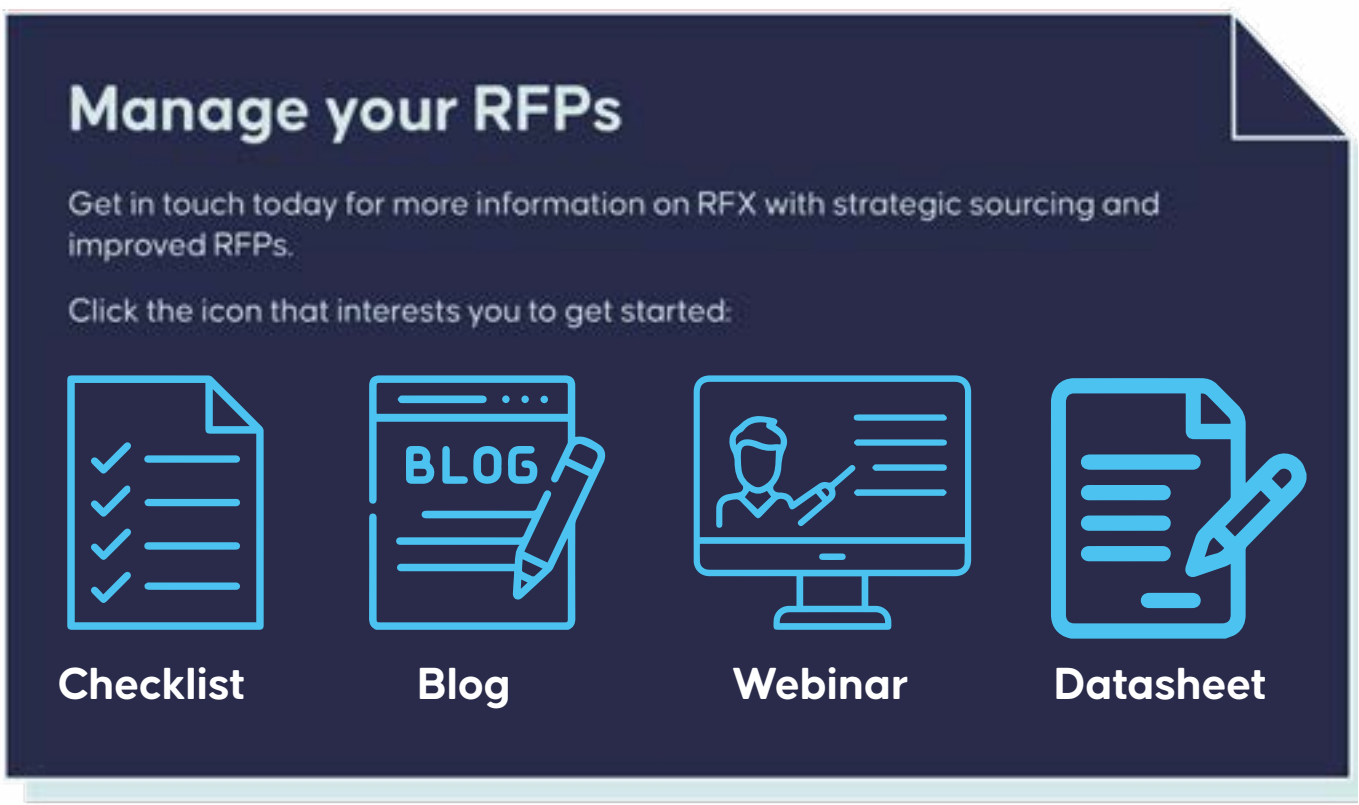
## Aavenir's All-in-One Sourcing Software

streamlines your procurement processes over a unified and integrated system by



# Integrate your Sourcing and Procurement Strategies with Aavenir RFPflow

Experience an integrated Procure-to-Pay cycle over the ServiceNow platform with AI-enabled Aavenir RFPflow. **Schedule a free demo** to understand how collaboration and automated workflows can help source smarter.



## About Aavenir

Aavenir revolutionizes age-old procurement processes with AI-enabled Source-to-Pay solutions, including RFPflow, Onboardingflow, Contractflow, Obligationflow, and Invoiceflow. Built on ServiceNow, Aavenir solutions streamline procurement, legal, and accounts payable work processes using the latest technologies such as AI, ML, and NLP to

## Explore Aavenir Source-to-Pay Solutions on ServiceNow



# Get Started


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