

# Tips on submitting effective bids and proposals



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## 1. Read, understand and ask questions

Every tender opportunity is unique, so read the entire document very carefully. Ensure that you understand the scope, deliverables, eligibility requirements and the evaluation criteria. If you have any questions, ask the designated contact well before the closing date.

## 2. Organize your response

The procurement document (Request for Bid or Request for Proposal) will tell you exactly how to lay out your bid or proposal and how it will be evaluated. Be sure to follow the instructions and supplementary instructions in the tender documents and review the contract terms and conditions and supplementary general conditions. Follow the instructions contained in the procurement document.

## 3. Address the mandatory eligibility requirements

Mandatory eligibility requirements are evaluated objectively, on a simple pass/fail basis.

Did you provide what was required? If not, your bid or proposal will not be considered compliant and only compliant bids/proposals are evaluated further. Address every mandatory requirement directly by providing evidence that shows you meet the requirement.

### DO NOT:

- include any financial information in the technical proposal (paper or electronic copies) when submitting a proposal in response to a Request for Proposal (RFP)
- suggest alternate terms or conditions
- include example or standard price sheets

This can be considered a counter offer which may not be accepted, resulting in your bid/proposal being rejected.

\*Note: be aware of when the mandatory requirements need to be met. Sometimes, it is requested with bid or proposal submission or shortly thereafter, and other times it may be a requirement before or upon award of contract.

## 4. For RFPs, describe how you would do the work

Provide a detailed response to the specific evaluation requirements that is clear, concise and relevant, and complies with page limitations if the tender documents include them. This is your chance to show that you understand and can meet the requirements. It is also where you describe how you would do the work if you were awarded the contract.

You may also be asked to:

- describe your understanding of the objectives of the proposed work, its benefits, and reasons for carrying it out as proposed;
- substantiate your proposed work plan, methodology and techniques;
- identify tasks, deliverables and schedules;
- specify who will do the tasks; and
- how many hours or days they will do those tasks.

**It is important to write a submission that stands out.**



## 5. Introduce your team

You may be asked to introduce your team and demonstrate why they are the best people to do the work. Describe each team member, including their education and experience, and their role on the project. The same information should be provided for any subcontractor(s) or consultant(s) involved in the project.

## 6. Explain your quoted price

In some instances, you may be asked to provide a detailed breakdown of the quoted price, in terms of its cost elements. This could be requested in the RFB or in the RFP price envelope and needs to be submitted in the price envelope. The procurement document will tell you what cost items will be considered in the price evaluation. No other costs will be considered.

**DO NOT SUBMIT any price information or references to costs (even as examples) in your RFP technical proposal.**

## 7. Address each and every point

Read the procurement document carefully, and respond in the exact terms requested.

The government can ask you to clarify your bid for minor items after the tender has closed (for example: if two contradictory facts are stated, the government could ask which one is meant to apply). Government cannot ask you to repair your bid or proposal if it is non-compliant (for example: if something is missing, if the wrong forms are submitted, or if you submit alternate terms and conditions, including an example or standard price sheets).

## 8. Preparing your bid or proposal

If you are submitting a proposal, address each and every point as per the evaluation criteria. Only the information provided in your proposal will be evaluated.

The procurement document tells each potential bidder/proponent exactly what they must do to submit a compliant response in order to potentially win the contract. It is up to the bidder/proponent to make sure the bid proposal is compliant and competitive. If for any reason you need to make a change to your bid/proposal after you have submitted, please refer to the tender documents, as they will outline how to make changes to your bid, price or proposal.

## 9. Withdrawing a bid/proposal before closing

If you need to withdraw your bid prior to closing you may do so. Instructions on how to withdraw your bid/proposal will be outlined in the tender documents. You are not able to withdraw your bid/proposal after closing. If you have made a pricing error and you realize it after tender closing, notify the designated person that there was an error and they will explain what needs to happen next.

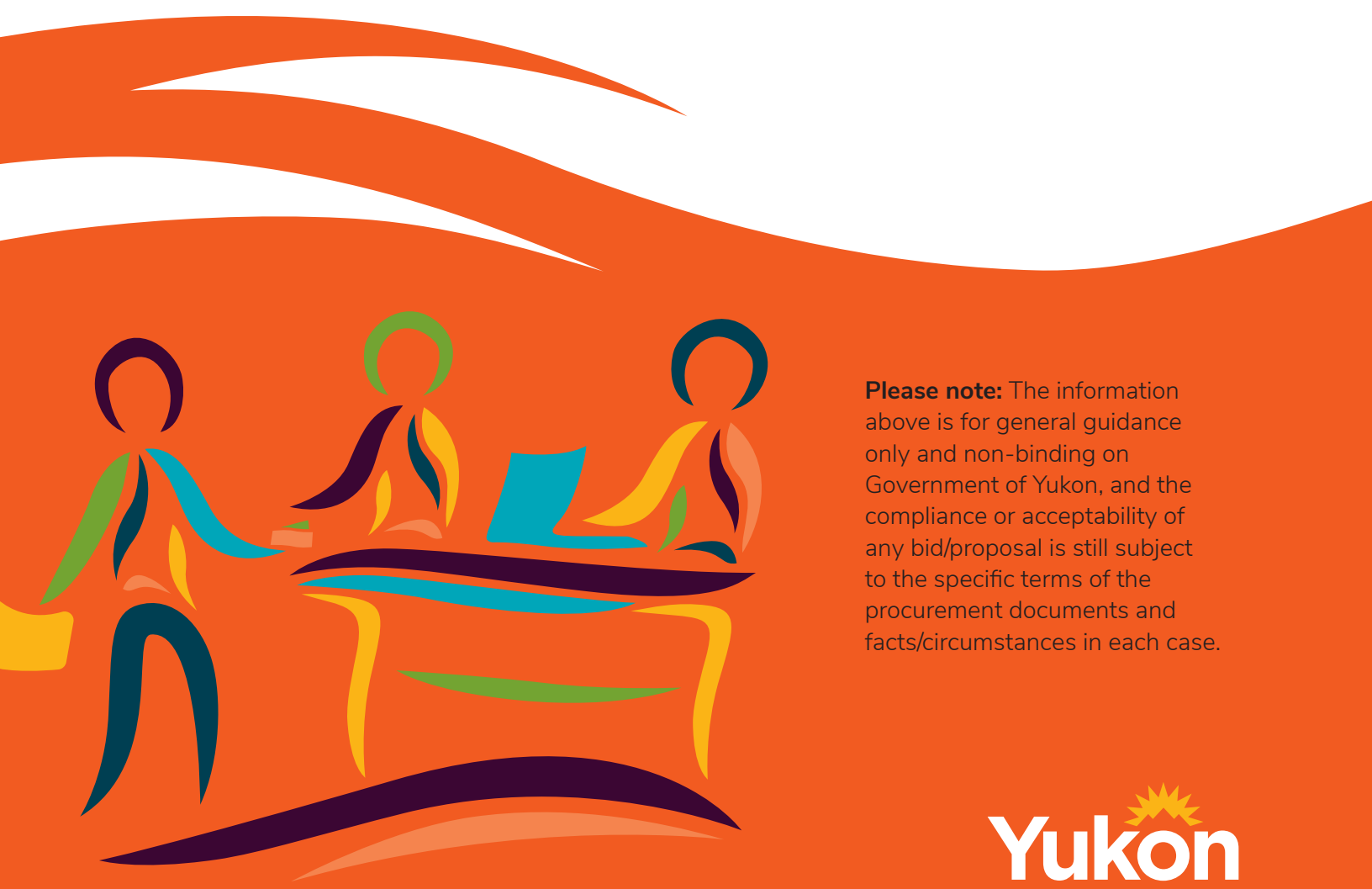
**All bids/proposals are subject to compliance review to ensure that each bidder follows the tender requirements to maintain fairness and integrity in the procurement.**



# Key points

- Your submission must address the specified priorities.
- Be sure to adhere to the timelines provided.
- If you have questions, make sure you ask the designated contact in the tender documents within the allowable time frame.
- Organize your submission to match the sequence of the evaluation criteria.
- Be sure to download and review all addenda prior to submitting your bid/proposal.
- Have someone else in your organization review your bid or proposal to ensure accuracy and completeness of the information provided.
- Sign the bid or proposal form (Form A) and include it with the technical proposal, to make your proposal a legally binding offer.
- Provide the number of copies requested in the RFP and in the format requested.
- Make sure that no pricing information is provided in the electronic copy of your technical proposal. Pricing information must be sealed in Envelope B and not included anywhere else in the proposal.
- Ensure all mandatory requirements have been met before submitting your bid/proposal.

**Tip:** Pricing must be in the format required. Double-check your calculations.



**Please note:** The information above is for general guidance only and non-binding on Government of Yukon, and the compliance or acceptability of any bid/proposal is still subject to the specific terms of the procurement documents and facts/circumstances in each case.

