Bid Submission Checklist:
Creating a Winning Proposal

Every detail matters when bidding for a new contract. Use this checklist to ensure your proposal is complete, accurate, and professional — and win more work as a result.

1. Have you gathered the necessary resources?

Download the project files (including drawings, specifications, and other scope documents).

Organize the files by project name and store them in a shareable location so you can collaborate with your team.

2. Is there a form template?

If not, list out the key instructions and take note of important information like due date, accreditations, abnormal specifications, etc.

3. Is the proposal easy to read?

Make sure that all of your responses are clear and concise, avoiding unnecessary jargon.

Make sure responses follow a logical structure (e.g. using headings and graphs when applicable).

4. Have the requirements been addressed?

Make sure the full scope of work is included in your proposal, including materials and labor.

Back up your responses to evaluation criteria with concrete evidence: "show" instead of "tell."

5. Has all the requested information been supplied?

Check your information against the bid specification documents (policies, certificates, etc.).

Double-check that you have the most recent addenda attached.

Make sure that the bid documents are signed off as instructed.

6. Are you meeting the deadline?

Make arrangements in advance for timely delivery of the proposal using the method requested.

7. Have you looked for other GCs bidding for the same project? [Bid Board Pro Users Only]

For competitively bid projects, check to see which other GCs are bidding on the same project to increase your chances of winning the job.

8. Have you followed up?

Track your follow-ups manually or set reminders using your bid management platform.