Proposal Audit — Sample Report

Solicitation: 'IT Help Desk Services, City of Riverton' (fictional) · Bidder: 'Northbridge IT Group' (fictional) · Draft response: 34 pages

The verdict

Disqualification risk: **HIGH — do not submit as drafted.** Two mandatory requirements are unanswered and one certification is expired. All three are fixable inside 48 hours; none requires new writing talent — they require a compliance pass, which is what this audit is. The detailed findings follow; the full paid audit covers every section of your draft the same way.

Compliance checklist (excerpt)

Requirement	Status	Finding
Signed SF-33 / cover form	MISSING	No signature page in the draft. Automatic disqualification at intake in most jurisdictions.
SAM.gov registration current	AT RISK	Registration lapses 11 days after the submission deadline — renew before submitting, not after.
Past performance: 3 references	PARTIAL	2 of 3 present; the missing one is the only municipal reference the evaluators asked for.
Staffing plan with named PM	PASS	Named program manager with resume and certifications attached, as required.
Pricing volume complete	FAIL	Year-2 option pricing table left blank — an incomplete price proposal can be rejected without review.
Insurance certificates	EXPIRED	Certificate in the draft expired last quarter; request a current COI from your broker today.

Gap analysis — what evaluators will punish

1. The technical approach answers a different question. Section 3 describes your ticketing tool's features; the RFP asked how you will hit a 4-hour critical-response SLA with a 6-person team. Feature lists score near zero against an unanswered requirement. **2. No transition plan.** The incumbent handover is scored (10 points) and absent. **3. Claims without evidence.** 'Industry-leading uptime' appears 4 times with no number attached; evaluators are instructed to disregard unverified claims.

One rewrite, before → after

As drafted	Red-teamed
Our team provides industry-leading support and will respond quickly to all critical tickets.	Critical (P1) tickets receive a first response within 30 minutes and on-site arrival within 4 hours, staffed by a 6-person rotation with two certified technicians on every shift — the SLA structure detailed in Table 2.

What the paid audit contains

The single audit ($99) covers your complete draft: the full compliance matrix against every RFP requirement, section-by-section gap analysis with evaluator-impact notes, disqualification risks ranked by severity, and rewrite suggestions for the weakest passages — delivered as a report you keep. Honest limit: we audit the document against the solicitation as written; we cannot judge your pricing competitiveness or guarantee an award. Defective report or wrong document? We regenerate it free — or refund you.