

WORKSHEET #2 - TO BID OR NOT TO BID CHECKLIST

Take a few minutes and answer these questions

Strategic

Ref	Factor	Yes	No	Comment
1	Are the client characteristics acceptable?			
2	Is the professional value of the work acceptable?			
3	Is the business risk manageable?			

Operational

Ref	Factor	Yes	No	Comment
1	Do you have the skills and experience?			
2	Do you have the capacity and resources?			
3	Can you deliver the work without recruiting new staff?			
4	Can you deliver the work without engaging subcontractors or partners?			
5	Are location or logistical issues?			

Financial

Ref	Factor	Yes	No	Comment
1	Is the price or budget (if known) reasonable?			
2	Are the payments terms acceptable?			
3	Can you meet any minimum income / turnover requirements?			

If you answer "yes" to everything you are well placed to bid.

*If you answer "no" to any of the **Financial** questions you should not bid*

*If you answer "no" to any of the **Strategic** or **Operational** questions you can still bid as long as you are prepared to manage the risk associated with your decision.*