

Bid decision scorecard

Pursuit decision / Starter template · September 2026

Template guidance reviewed 27 September 2026. Replace bracketed prompts with verified information. Follow the specific solicitation, amendments and submission instructions; this template does not determine eligibility or compliance.

Opportunity: [title / solicitation number] Agency: [____] Due: [date]

Eligibility gate

PASS / FAIL / UNRESOLVED: [Applicable size standard and set-aside eligibility; contract-vehicle access; required registrations; mandatory qualifications; submission deadline and time zone]. Confirm against the solicitation and current records before a BID decision. A weighted score cannot cure an eligibility failure.

After the eligibility gate passes, score criteria 1-6 from 1 (unfavorable) to 5 (favorable). Set percentage weights totaling 100% and a threshold on the 1-5 scale before scoring. Weighted score = $\text{sum}(\text{score} \times \text{weight percentage}) / 100$. Record evidence and unresolved assumptions. Do not score eligibility. For competition, 1 means weak differentiation against entrenched competitors; 5 means a strong, evidence-backed competitive position.

Gate	Result	Evidence / unresolved issue
Eligibility and access	[Pass / Fail / Hold]	[Solicitation / record]
Mandatory requirements	[Pass / Fail / Hold]	[Source / issue]
Deadline and time zone	[Pass / Fail / Hold]	[Date / source]

Opportunity assessment

Criterion	Score 1-5	Weight (%)	Evidence
Customer & relationship	[]	[]	[Record supporting evidence]
Fit to our capabilities	[]	[]	[Record supporting evidence]
Past performance relevance	[]	[]	[Record supporting evidence]
Competition	[]	[]	[Record supporting evidence]

Criterion	Score 1–5	Weight (%)	Evidence
Price-to-win realism	[]	[]	[Record supporting evidence]
Capacity & timing	[]	[]	[Record supporting evidence]

Decision and supporting record

Keep eligibility outside the weighted total. Hold the decision while required eligibility evidence remains unresolved.

Weighted score (1–5): [____] Threshold (1–5): [____] Decision: BID / NO-BID / HOLD Owner: [____]

Eligibility gate: [____] Evidence reviewed: [____] Approval / date: [____]

Decision rationale

[Explain the evidence supporting BID, NO-BID or HOLD and any conditions.]

Open condition / next action	Owner	Due
[Action]	[Owner]	[Date]
[Action]	[Owner]	[Date]

Approval record

Reviewer: [Name / role] Decision date: [Date]

Evidence location: [Reference / link]