

Technical Approach – Template

Template guidance reviewed 9 September 2026. Replace bracketed prompts with verified information. Follow the specific solicitation, amendments and submission instructions; this template does not determine eligibility or compliance.

Solicitation: [number / title]

1. Understanding of the problem

[Restate the requirement in the customer's terms; surface the real objective]

2. Methodology

[Your step-by-step approach, mapped to the SOW/PWS tasks]

3. Staffing & management

[Key roles, who does what, how work is supervised and reported]

4. Schedule & milestones

[Phases, deliverables, dates]

5. Risks & mitigations

[Top risks · likelihood · impact · mitigation]

6. Quality assurance

[How you will measure and hold quality across the period of performance]

Map the response to the solicitation's instructions and evaluation factors, including Sections L and M where the uniform contract format is used. Also meet page limits, required forms, amendments and submission rules.