

Bid Alchemy Best Practice Template



Alchemy RED Event Information Pack

Ensuring that you Review, Evaluate and Decide the changes to your proposal that will lift the evaluation score.

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This template should be used to provide your RED Reviewers with the bid specific information that will enable them to perform their role.



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1. Introduction

Thank you for agreeing to RED review the <Customer> opportunity for <Opportunity Name>.

This document is to provide you with background information that may help you in performing this key activity and details on what we ask you to review and the process we are undertaking.

If you wish to understand more about what is expected of a RED reviewer, please read the **“What you need to do as a reviewer for a RED Event”**, guide. This is available from the Bid Manager.

Please use the RED event review form, attached to this email, to collate your issues and suggestions for improving our proposal.

Please use Red Event review form for each section / document, that we ask you to review.

When you have completed reviewing a section / document and have completed the review form, please send it by email to <email address>.

1.1. Timetable

The Proposal documents will be available on <date> at <time>.

A copy of this document will be <sent to you or available from link>.

We ask you to complete your review by <time> on <date>.

After the review, we will hold a closing meeting, where you and the other reviewer can provide us with your combined advice on what we need to do, in the time available, to deliver the best proposal we can.

Following the RED review, we have <days> to improve the proposal. We will submit it to the customer on <date>.

If you have any questions or queries, please contact <name>, by Teams chat or email.

1.2. Sections / documents for review.

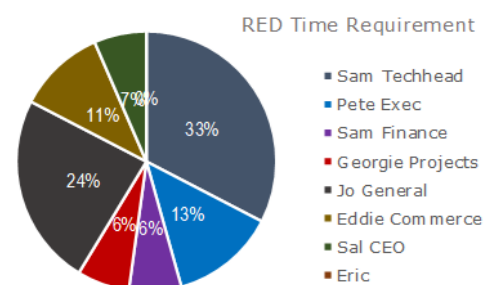
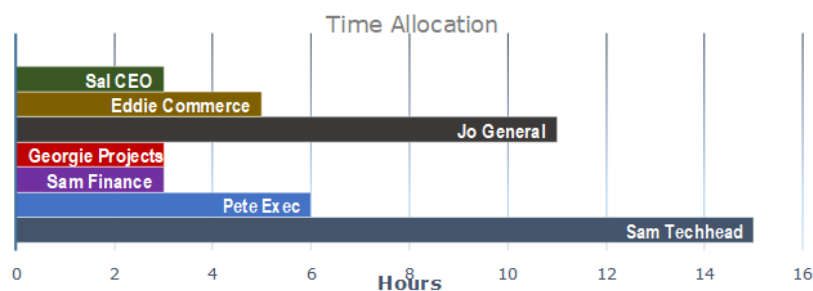
The sections / documents we ask you to review, are shown in the output from the RED Review Selection Toolkit, below:



Alchemy RED Event Selection Toolkit

Proposal Name	Acme Widget Requirements				Review Date
Reviewer Names	Sam Tedhhead	Pete Exec	Sam Finance	Georgie Projects	08/07/2020
	Jo General	Eddie Commerce	Sal CEO	Eric	
Pages per hour	20	Comment time per 20 Pages		10	

Section	Page Count	Review 1	Reviewer 2	Reviewer 3	Reviewer 4	Status
Executive Summary	7	Pete Exec	Sal CEO	Sam Tedhhead	Sam Finance	
1. Solution Overview	36	Sam Tedhhead	Pete Exec			
2. Technical Responses	54	Sam Tedhhead	Jo General			
3. Project Responses	20	Georgie Projects	Jo General			
4. Financial Proposal	15	Sam Finance	Sal CEO			
5. Commercial Proposal	34	Eddie Commerce				



If you have time and wish, please feel free to review other sections as well.

2. <Customer Summary>

<Brief description of the customer, our relationship with them, projects / services we are and have delivered to them>.

2.1. <Requirement>

<Summary of the customer requirement, business drivers>

2.2. Procurement Process

<Describe the steps the customer is undertaking to select the organisation to contract>

<Detail what next steps will be, after submission of this proposal>

2.3. Evaluation Process

<Detail how the customer will evaluate this proposal. If they have an evaluation criterion, please include this>

2.4. Competitive Landscape

<Summary of the competition>

2.5. Win Themes and Discrimination

<Summary of the themes, messages, and discriminators we want the customer to clearly understand, through reading our proposal>