

What I need from you

Bid Risk & ITT Review

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. The ITT in full, with every document it refers to and every addendum **ESSENTIAL**

Why I need it. It is the thing being reviewed, and what it incorporates binds as much as what it says.

Where you'll find it. The enquiry email or the portal download, unedited, plus everything the covering letter lists.

Without it. There is nothing to review, and a document incorporated by reference is exactly where the onerous terms sit

2. The proposed contract terms, with amendments **ESSENTIAL**

Why I need it. The amendments are where the risk transfer happens.

Where you'll find it. Usually a schedule of amendments or a marked-up form appended to the ITT. If the ITT names a form and attaches nothing, say so, because that is itself a query.

Without it. The standard form is reviewed instead of the contract, and every amendment, which is the whole point, goes unread

3. The query deadline and the return deadline **ESSENTIAL**

Why I need it. The service is worked back from the earlier of them, and one of them cannot be recovered.

Where you'll find it. The ITT itself, on the invitation letter or the covering instructions.

Without it. There is no way to know how long questions can still be asked, which is the one irrecoverable clock here

4. Your normal positions: what you qualify, your PI cover and exclusions, and the terms you pay your supply chain on **IMPORTANT**

Why I need it. A departure is only a departure from something.

Where you'll find it. Your last few submissions will show what you normally qualify. Your broker holds the PI schedule. Your own standard subcontract or order shows your supply chain terms.

Without it. Terms are measured against a market norm rather than your actual position, so the report identifies what is unusual in general rather than what matters specifically to you

5. What else you are bidding, and what you have resourced **IMPORTANT**

Why I need it. The bid or no-bid recommendation is partly a capacity question.

Where you'll find it. Whoever keeps your bid list. A rough answer is enough: how many live bids, and whether this one has a name against it.

Without it. The recommendation rests on the terms alone, when the commonest good reason not to bid is having nobody to run the job

6. Drawings and specification IMPORTANT

Why I need it. What is actually being built, and whether the scope matches the terms.

Where you'll find it. Whatever came with the enquiry. Incomplete is expected at this stage.

Without it. Scope risks are read from the written scope alone, and a mismatch between what is drawn and what is described goes unseen

7. The package value you expect to be bidding to, and the tender programme period in weeks IMPORTANT

Why I need it. Both arithmetic passages in this service run off them: the funding gap and the damages proportion, which are the two most quoted figures in the report.

Where you'll find it. Your own estimate, because no price exists yet: this service runs before pricing. A round figure is enough and it is adopted as yours and attributed as such, never derived here. Where the ITT states a budget or a value band, say so and give both. The programme period is in the ITT, the preliminaries or the tender programme.

Without it. Neither can be computed. The payment period is described rather than costed, and the damages rate is stated in pounds per day with no proportion against the package to weigh it by

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.