Evidence matrix and copy-ready prompts

Use with a current requirement, the pursuit worksheet and the dated worked case. Source facts, a recorded company-profile recommendation and your own decision remain separate.

Requirement / question	Evidence to record	Next proof / owner
Read the service beyond the code	SOW p. 1 (dimensions), pp. 2-3 (method); RFQ p. 3 (NAICS/PSC); Q&A (carbon steel). Approximately 170 feet of 4-inch carbon-steel condensate pipe: cleaning, lining, curing and inspection. Cured-in-place pipe (CIPP) is the proposed lining method, not a generic replacement scope. Industry code 811310/product or service code K047 is outside the shared 238220 history.	Record company evidence owner, unresolved question and written source or clarification.
Check the company and the actual delivery team	RFQ p. 12. Confirm the actual business evidence, equipment, crew and applicable conditions. Relevant history can include commercial or other reliable evidence. This RFQ generally permits unknown acceptable treatment where relevant past performance is absent; that does not waive technical capability, responsibility, eligibility or other requirements.	Record company evidence owner, unresolved question and written source or clarification.
Prove the method	SOW pp. 2-3. Trace lining preparation, material/cure specifications, inspection and restoration to the stated requirements. Confirm compatibility and the ability to deliver; a catalog or material price alone does not establish a compliant installed repair.	Record company evidence owner, unresolved question and written source or clarification.
Keep the schedule conflict unresolved	RFQ p. 4; SOW p. 4. The RFQ states 15 Nov 2026 completion; the SOW states 30 calendar days from official notice to proceed, or a mutually agreed final schedule. Obtain written contracting-officer clarification before committing crew time or price. Do not silently choose a controlling schedule.	Record company evidence owner, unresolved question and written source or clarification.
Separate submittals, installation and acceptance	SOW pp. 3-4. Material data and resin cure specifications are due 5 business days before mobilization. Inspection video is due within 3 business days after curing completion. Final acceptance is separate from finishing installation. Business days and calendar days are distinct.	Record company evidence owner, unresolved question and written source or clarification.
Price the complete repair	RFQ p. 3 (wage determination), p. 11 (quote hold); SOW pp. 2-4. Include preparation, labor, materials/resin, equipment, curing, waste and inspection; verify government-furnished responsibilities and the applicable incorporated wage determination. The 30-calendar-day firm quote hold begins from the specified quote-receipt date; it is not the performance duration.	Record company evidence owner, unresolved question and written source or clarification.

Requirement / question	Evidence to record	Next proof / owner
Read the evaluation condition	RFQ p. 12. The dated request uses lowest overall price among responsible quoters conforming to the requirements, on an all-or-none basis; the government may reject all quotes. The absent-history alternative is one criterion, not an award guarantee.	Record company evidence owner, unresolved question and written source or clarification.
Plan acceptance, invoicing and cash	RFQ p. 5 and pp. 8-10 (payment/WAWF); pp. 11-12 (information handling). Use required receiving/supporting records and the Wide Area Workflow (WAWF) invoice route. Apply the controlling payment clauses to a cash plan; no advance-payment or unconditional payment date is promised. Clarify controlled-information designation and approved handling before any real submission.	Record company evidence owner, unresolved question and written source or clarification.

Copy into your connected assistant

Replace bracketed service, ZIP and capacity fields with your actual business context. Ask Qualified Bid to state source dates, page evidence and what it could not read. No private bid or controlled information is needed for these examples.

Who buys near me?

For my plumbing services [services], service ZIPs [ZIPs], practical radius [radius] and crew capacity [capacity], show relevant historical buyers. Separate facility, purchasing office and reported location. Give source dates, actual service descriptions and what you could not verify.

What size work could I pursue?

For the same services and service area, show relevant full-award funding and potential including options, recorded performance periods and value basis. Separate net obligations, transaction adjustments, exercised value and full potential. Do not turn a multi-year award into an invented annual price. Explain overlap and exclusions; do not invent an unverified median or size distribution.

What may be coming next?

Find current notices and dated forecasts relevant to these services. Separate open notices from historical awards and planning forecasts. Show source dates, current deadlines and amendments when verified, vehicle/access conditions and anything unread or unverified. Do not treat an elapsed case deadline or a no-open-match lookup as proof of closure or award.

Follow the location to the work

For [reported city or five-character ZIP], identify the facility, buying office and actual purchased plumbing service. Verify the performance address, multi-site scope, travel, site access and service fit. Keep leading zeros in ZIP codes and deduplicate award identities across overlapping service areas.

Read the requirement with evidence

For notice [notice ID], list the method, eligibility, relevant experience/past-performance alternative, schedule, submittals, inspection, acceptance, price and invoicing conditions. Cite the document/page and say which documents could not be read. Keep conflicting requirements unresolved and draft a precise written clarification question.

Make an explainable next move

Compare the sourced requirement with my actual company and delivery evidence. Separate source facts, any recorded profile recommendation and my decision. Identify gaps, a responsible evidence owner and next proof. Consider Bid, Team, Watch or Skip without inventing eligibility, partner commitments, quote prices or payment dates.

Keep the three evidence types separate

Historical awards show recorded buying; dated forecasts show planning; current notices and amendments govern an actual opportunity. The research history does not prove current eligibility, an available vehicle or a partner commitment.

Connect Qualified Bid using the guide for your assistant