Answer the three questions

Use your real service ZIPs. Keep source dates, identifiers, value basis and next actions. Then use the four-page pursuit worksheet for one solicitation.

Who buys near me?

Buyer / facility / service / purchasing office / source links

What size work could I pursue?

Award bands / count / median / value basis / period / vehicle access

What may be coming next?

Open bids / forecasts / contract leads / source date / next verification

Define your local market

Use your actual performance ZIPs; keep each period distinct. Date the source retrieval and scope.

Company / services / delivery limits

Performance ZIP list (preserve leading zeros; no assumed radius)

Classification / exclusions / source retrieval date / cutoff

Seven-year comparison

Net obligations | **Distinct awards** | **Actions**

FY2025 comparison

Net obligations | **Distinct awards** | **Actions**

FY2026 comparison

Net obligations | **Distinct awards** | **Actions**

Concentration / recent trend / geographic relevance / zero or missing explanation

Choose one real solicitation

Historical awards are research leads. Verify the current notice and all relevant amendments.

Solicitation / notice URL

Buyer / performance sites / ZIPs

Deadline and time zone / latest amendment / retrieval date

Prime eligibility and set-aside conditions / company evidence

Why this opportunity merits attention / incumbent link evidence if any

Documents read / still unread / conflicts / clarifications required

Buyer / possible partner lead / next action / owner / due date

Prove delivery and qualification

Attach the requirement evidence matrix. Keep experience and past-performance evaluation separate.

Task frequencies / priced quantities / seasons / site coverage

Crew / equipment / access / disposal / storage / weather response

Experience gate / contract scope, value, dates / source citation

Past-performance references / outcomes / relevance / source citation

Response sections / signed forms / amendment acknowledgments / gaps

Unresolved gate / evidence owner / next action / due date

Price, finance and decide

Use your actual costs. Keep base, options and event charges separate; no default pursuit choice.

Labor / materials / equipment / travel / disposal / insurance / overhead

Recurring and event lines / quantities / options / price evaluation

Invoice frequency / acceptance / payment terms / startup and cash exposure

Our decision and rationale / recorded Qualified Bid recommendation separately

Unresolved conditions / questions / evidence needed before commitment

Next action / accountable person / due date / decision date