



## Rapid Bidding Guide

This guide shows you how to evaluate, mobilise, and deliver a competitive bid when time is your biggest constraint.

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## Quick Evaluation

### First 15 Minutes

You've just discovered a tender opportunity closing in 48 hours. Before you start writing, review the tender and score each factor 1-5:

- **Strategic alignment** • does this match our priorities?
- **Content readiness** • do we have 70%+ already? Use the Pre-Bid Readiness checklist
- **Team capacity** • can we deliver quality (bid and project) under pressure?
- **Contract value** • acceptable profit margins?
- **Win probability** • realistic chance based on requirements?

20-25 = Strong Go

15-19 = Proceed with caution

Below 15 = No Go

### Red Flags

- Unrealistic timelines
- Vague scope
- Requirements designed for a specific incumbent.

## Pre-Bid Readiness Checklist

### What's in your library right now?

- Current capability statements for each service area
- Project case studies with measurable outcomes
- Team member CVs and profiles
- Methodology frameworks for core services
- Client testimonials and references
- Insurance certificates and accreditations
- Branded proposal templates

### What technology will you use?

- ClickUp (bid coordination)
- SharePoint or OneDrive (collaboration)
- AI writing tools (with human oversight)
- Professional design templates

## Decision

### Don't skip this

### Emergency success = Smart preparation

The businesses that win urgent bids and submit excellent proposals fast aren't the ones who work hardest under pressure. They're the ones with the best systems in place.

Based on what you know,  
this tender is a:

Comments



### Found this useful?

Share it with a colleague who's drowning in urgent tenders

## The RAPID Framework

When you're facing an impossible deadline, having a proven system makes all the difference. The RAPID Framework transforms emergency bid chaos into controlled, strategic execution.



### Review and Prioritise

- Evaluate the opportunity properly
- Map existing content you can adapt
- Identify what must be created fresh



### Assemble Your Assets

- Gather your content library (capability statements, case studies, CVs)
- Mobilise your team and external support
- Set up collaboration tools (ClickUp, SharePoint/OneDrive)



### Plan Your Attack

- Create hour-by-hour timeline
- Delegate tasks with realistic deadlines
- Build in 2-3 hour buffer before submission



### Implement with Focus

- Adapt templates rather than starting from scratch
- Use AI for first drafts, human expertise for refinement
- Focus on accuracy over perfection



### Deliver with Confidence

- Submit 1+ hours before deadline
- Keep submission confirmations/screenshots
- Send follow-up email confirming receipt

## Surviving a Quick Bid

Managing your time (example)

### Day One Discovery and Planning

**8:00-9:30am** • Review documents + RAPID evaluation + Go/No-Go decision

**9:30-10:30am** • Setup collaboration tools and access content library

**10:30am-12:00pm** • Strategic planning and responsibility assignment

**12:00-1:00pm** • Lunch

**1:00-5:00pm** • Content gathering (capability statements, case studies, CVs, supporting docs)

### Day Two Drafting, Assembly, Review

**8:00-8:30am** • Coffee and team alignment call

**8:30am-12:00pm** • Core content drafting (executive summary, methodology, team profiles, technical approach)

**12:00-1:00pm** • Lunch

**1:00-5:00pm** • First complete draft assembly, graphics, formatting, pricing, internal and stakeholder review

### Day Three Refine and Submit

**8:00-8:30am** • Review overnight stakeholder feedback

**8:30am-12:00pm** • Final content refinement and compliance checks

**12:00-1:00pm** • Lunch

**1:00-2:30pm** • Technical preparation (file conversion, testing uploads, backups)

**2:30pm** • Submit (2.5 hours before 5pm deadline)

**2:30-5:00pm** • Buffer time for technical issues and confirmation

### Remember

**Your best work happens when you're fresh.**

Tackle your most challenging content (executive summary, methodology) during your peak energy hours (usually morning).

Save administrative tasks like formatting and file conversion for the afternoon slump.

## Surviving a Quick Bid

### Key Success Factors

#### Professional Boundaries

- Strict 8am-5pm working hours
- No weekend or evening work required
- Overnight periods used for stakeholder reviews
- Proper lunch breaks maintained

#### Maximum Efficiency

- Template-based approach saves hours
- AI assistance with expert oversight
- Focus on requirements over perfection
- Strategic time blocks for different tasks

#### Smart Team Coordination

- Morning alignment calls to start each day
- Overnight review periods for feedback
- Business-hours collaboration only
- Clear handoff points at end of each day

#### Risk Management

- 1.5-hour submission buffer
- Technical preparation well before deadline
- Alternative submission methods ready



## What Happens After the Rush?

If you've used this guide, you've probably realised something important: emergency bids are exhausting, and your win rate suffers when you're constantly in crisis mode.

The businesses that win consistently aren't just good at rapid response - they've built systems that make every bid feel manageable:

- Content libraries that can be adapted in hours, not days
- Proven templates that evaluators respond to
- Strategic frameworks for positioning your unique value

Three signs you'd benefit from professional bid support:

- You're submitting 2+ tenders per month and don't have a content library
- Your team is technically excellent but struggles to translate that into compelling responses
- You're winning based on price but losing on non-price attributes

Ready to stop firefighting and start winning strategically?

I help companies build bid systems that work hard, even under pressure. Whether you need support with a critical tender, want to build your content library, or need ongoing strategic partnership, let's talk.

[Book a free 30-minute discovery call](#)



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