

Supplementary and Supporting Documentation Government Buyers May Require Contractors Submit with Bid Proposals

Government buyers often require government contractors submit supplementary and supporting documents with bid proposals. The required documents vary by federal agency as well as by the specific product and/or service the agency needs to acquire. Below, please find a list of the most common types of documentation government buyers request. As previously stated, you may not need to include each item with a proposal, but we recommend you familiarize yourself with this list and make sure you have the documentation available, if you must submit it.

- Bonding
- Insurance
- Workman's compensation
- Active security clearances
- Articles of organization
- Business license
- Letters of good standing from financial institutions
- WAWF registration and proof of training
- Employee handbook
- Employee organizational chart
- Key personnel resumes
- Work schedule
- Training manual
- Monthly training program information
- Procedural guard manual
- Employee roster
- Quality control plan and Quality assurance plan
- Transition plan
- Emergency and contingency plan
- Technical capabilities
- Past performance

Please note that this is neither a complete nor exhaustive list of the types of documentation you may need to provide with a bid proposal. The above list includes the most common types of documentation you may need to provide. Each solicitation will include a list of the materials you must submit with your bid proposal.