

Multi-Award Readiness Checklist

Are you prepared to pursue IDIQs, BPAs, schedules, and multi-vendor vehicles?

Many federal and defense contracts are awarded through multiple-award contract vehicles (e.g., IDIQs, MACs, GWACs). These vehicles require a higher level of organizational, financial, and compliance readiness than standalone solicitations.

This checklist helps businesses evaluate whether they are ready to compete for vehicle awards and perform successfully post-award. It's ideal for determining whether pursuing a multi-award vehicle is appropriate before investing time and resources.

This tool is designed for pre-pursuit evaluation, not proposal drafting.

Use this checklist before committing proposal resources, forming teams, or engaging consultants for vehicle pursuits.

Best Practices

- Treat multi-award vehicles as platforms, not contracts
- Align vehicle pursuit with realistic task-order targets
- Use readiness tools before committing resources
- Avoid overextension without infrastructure

Vehicle Types Covered:

Examples include:

- IDIQs,
- MACs,
- GWACs,
- BPAs,
- GSA Schedules, and
- cooperative purchasing vehicles.

Typical Entry Point:

Readiness Tiers III–IV

How Quin-Z Supports Readiness

We help businesses assess readiness, close gaps, and plan vehicle entry strategically before committing proposal resources. Give us a call!

Disclaimer: This checklist is provided for planning and readiness assessment purposes only and does not replace solicitation requirements, contract terms, or legal review.

CORE READINESS AREAS

1. Strategic Fit & Opportunity Alignment

- We understand the specific vehicle being pursued (scope, ceiling, ordering agencies)
- Our core services directly align with the vehicle's statement of work
- We can clearly articulate why this vehicle fits our long-term strategy
- We are not pursuing the vehicle solely because it is "high-profile"
- We have identified likely task-order buyers, not just the vehicle sponsor

Red flag: Pursuing a vehicle without a task-order strategy

2. Past Performance Readiness

- Documented subcontract or prime experience
- Ability to translate experience into qualification narratives
- Relevant past performance** aligned with size, scope, and complexity required
- Past performance is **recent, documented, and verifiable**
- Performance examples align with **anticipated task-order requirements**
- We can support narratives with contracts, CPARs, or client references
- We are not relying on unrelated or overstated experience

Red flag: Assuming the vehicle alone will generate work

3. Organizational & Management Capacity

- We have a defined management and staffing structure
- Key personnel meet experience and credential requirements
- We can support multiple concurrent task orders
- Roles and responsibilities are documented
- We have escalation and decision-making authority clearly defined

Red flag: Single-person dependency for performance or management

4. Proposal & Qualification Readiness

- Experience responding to RFPs/RFQs
- Standard proposal templates and workflows
- Understanding of qualification-based evaluations

Red flag: Little to no experience writing and responding to proposals

5. Financial & Operational Capacity

- Stable cash flow and working capital planning
- Ability to support multiple task orders simultaneously

- Insurance and bonding readiness (if applicable)
- We understand the pricing structure required for the vehicle
- Our accounting system can support task-order tracking
- We can handle delayed payment cycles if applicable
- We can manage reporting and invoicing across multiple orders
- We understand audit and record-retention expectations

Red flag: Inability to segregate costs by task order

6. Contract Administration, Compliance & Regulatory Exposure

- Systems for invoicing, reporting, and tracking
- Familiarity with FAR/DFARS (if federal)
- Internal responsibility for compliance management
- We have reviewed FAR and DFARS (if applicable) implications
- Cybersecurity requirements are understood and documented
- Flow-down clauses to subcontractors are manageable
- We can meet reporting, audit, and quality requirements
- Compliance responsibilities are assigned internally

Red flag: Waiting until after award to assess compliance obligation

7. Subcontracting & Teaming Strategy

- We have identified potential teaming partners (if needed)
- Teaming roles are clearly defined (prime vs sub)
- Subcontractor compliance expectations are understood
- We can manage subcontractor performance and reporting
- Teaming arrangements are documented appropriately

Red flag: Informal or undocumented teaming assumptions

8. Internal Capacity & Risk Tolerance

- Leadership understands the long-term commitment required
- We can absorb proposal and onboarding costs
- We have capacity to compete for task orders post-award
- We understand that vehicle award \neq guaranteed revenue
- We are prepared for performance scrutiny

Red flag: Treating vehicle award as the finish line

9. General Speed & Responsiveness

- Ability to respond quickly to task-order competitions
- Internal coordination across teams
- Clear decision-making authority

Red flag: Frequently unresponsive to emails and early correspondence

10. Overall Readiness Assessment

- Ready to Pursue
- Proceed with Caution
- Not Ready (Reassess Later)

Key Notes/Action Items:
