

# Bid Tracking Spreadsheet Template

*Government, Corporate & Commercial Contracting*

This Bid Tracking Spreadsheet helps businesses organize, prioritize, and manage active and past bidding activity across government, corporate, and commercial opportunities. It provides visibility into deadlines, responsibilities, compliance status, and outcomes, reducing missed submissions and improving decision-making.

This template is ideal for businesses that are not yet fully automated or that want a lightweight tracking layer alongside CRM tools.

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## How to Use This Template

- Track all bids in one place
- Identify upcoming deadlines and bottlenecks
- Monitor compliance and document readiness
- Evaluate win/loss trends over time
- Support bid/no-bid decisions
- Prepare for post-award handoff

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## Spreadsheet Structure (Tabs)

### TAB 1 — Opportunity Overview (Core Tracker)

<u>Column</u>	<u>Field Name</u>	<u>Description</u>
A	Opportunity Name	[Official project or solicitation title _____]
B	Client/Agency/Buyer	[Federal agency, state/local entity, or corporate buyer]
C	Opportunity Type	<input type="checkbox"/> Government <input type="checkbox"/> Corporate <input type="checkbox"/> Commercial
D	RFP/RFQ/IFB	[Solicitation type _____]
E	Solicitation Number	[Reference ID _____]
F	NAICS/Category	[Applicable NAICS or industry category _____]
G	Contract Type	<input type="checkbox"/> Prime <input type="checkbox"/> Subcontract
H	Estimated Value	[Contract dollar range _____]
I	Set-Aside/Diversity	[MBE, DBE, WBE, 8(a), Tier II, etc. _____]
J	Issue Date	[Solicitation Release Date _____]
K	Due Date	[Proposal submission deadline _____]
L	Days Remaining	[Auto-calculated _____]
M	Bid Decision	<input type="checkbox"/> Bid <input type="checkbox"/> No-Bid <input type="checkbox"/> Pending
N	Current Status	<input type="checkbox"/> Drafting <input type="checkbox"/> Review <input type="checkbox"/> Submitted <input type="checkbox"/> Awarded <input type="checkbox"/> Lost
O	Assigned Lead	[Internal Owner's Name _____]
P	Submission Method	<input type="checkbox"/> Portal <input type="checkbox"/> Email <input type="checkbox"/> Hard Copy

<u>Column</u>	<u>Field Name</u>	<u>Description</u>
Q	Portal/Link/Both	<input type="checkbox"/> Direct submission <input type="checkbox"/> opportunity link <input type="checkbox"/> Both
R	Notes	[General comments _____]

### TAB 2 — Compliance & Readiness Checklist

<u>Column</u>	<u>Field Name</u>	<u>Description</u>
A	Opportunity Name	[Linked to Tab 1 _____]
B	SAM/Vendor Registration Active	<input type="checkbox"/> Yes <input type="checkbox"/> No
C	Certification Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
D	Certification On File	<input type="checkbox"/> Yes <input type="checkbox"/> No
E	Bonding Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
F	Bonding Secured	<input type="checkbox"/> Yes <input type="checkbox"/> No
G	Insurance Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
H	Insurance Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No
I	Wage Compliance (If Applicable)	<input type="checkbox"/> Davis-Bacon <input type="checkbox"/> Prevailing
J	Subcontractor Docs Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No
K	Compliance Risk Notes	Red flags or gaps _____

### TAB 3 — Proposal Development Tracker

<u>Column</u>	<u>Field Name</u>	<u>Description</u>
A	Opportunity Name	[Linked to Tab 1 _____]
B	Technical Narrative Status	<input type="checkbox"/> Not Started <input type="checkbox"/> Draft <input type="checkbox"/> Final
C	Pricing Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No
D	Past Performance Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
E	Forms & Certifications	<input type="checkbox"/> Complete <input type="checkbox"/> In Progress
F	Graphics/Attachments	<input type="checkbox"/> Complete <input type="checkbox"/> Pending
G	Internal Review Complete	<input type="checkbox"/> Yes <input type="checkbox"/> No
H	Final Approval Date	[Sign-off date _____]
I	Submission Confirmation	[Confirmation # or receipt _____]
J	Issues/Comments	[Notes _____]

### TAB 4 — Outcome & Performance Tracking

<u>Column</u>	<u>Field Name</u>	<u>Description</u>
A	Opportunity Name	[Linked _____]
B	Outcome	<input type="checkbox"/> Awarded <input type="checkbox"/> Lost <input type="checkbox"/> Cancelled

<b><u>Column</u></b>	<b><u>Field Name</u></b>	<b><u>Description</u></b>
C	Award Amount	[If applicable _____]
D	Prime or Sub	[Award role _____]
E	Feedback Received	<input type="checkbox"/> Yes <input type="checkbox"/> No
F	Evaluation Notes	[Summary of scoring or feedback]
G	Lessons Learned	[Internal insights _____]
H	Follow-On Opportunity	<input type="checkbox"/> Yes <input type="checkbox"/> No
I	Contract Start Date	[If awarded _____]
J	Contract End Date	[If awarded _____]

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**TAB 5 — Metrics & Insights (Optional)**

Suggested auto-metrics:

- [Total bids submitted]
- [Win rate (%)]
- [Average bid size]
- [Most common reasons for loss]
- [Bids by sector (gov vs corporate)]
- [Certifications most frequently required]