Illustrative proposal draft

PREPARED FICTIONAL EXAMPLE — NOT A CUSTOMER DOCUMENT OR LIVE AI RESULT.

Fictional Harbor Borough / Cedar Support · SAMPLE-001 · DRAFT FOR HUMAN REVIEW

Executive summary

This illustrative draft addresses the fictional Harbor Borough IT support request using only the supplied Cedar Support operating note. Review all statements and resolve the certification gap before using a proposal.

Incident acknowledgement

The supplied operating note states: “The service desk acknowledges priority-one incidents within 30 minutes.” [Company operating note §A; buyer requirement: RFP §1.] A reviewer must verify the note is current and delivery capability matches the proposed scope.

Monthly reporting

The supplied operating note states: “The service team prepares a monthly service report.” [Company operating note §B; buyer requirement: RFP §2.] Confirm the report scope and accountable owner.

Open qualification — certification

EVIDENCE GAP: No current ISO 27001 certificate is supplied. Do not assert certification. Obtain and verify the certificate and its scope before addressing RFP §3. The supplied evidence note §C explicitly records the missing evidence.

Before submission

Confirm requirements, delivery commitments, evidence validity, pricing, attachments, and the buyer’s submission instructions. This draft has not been approved for submission. No price, award result, or customer success metric is provided.

Prepared sample download. General DOCX/PDF export and an in-app proposal editor are not current workspace capabilities.