PATREON PREMIUM GUIDE · PROPOSAL COMPLIANCE

PROPOSAL COMPLIANCE

Pre-submit checklist after Session 5

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VEC Year-2 bridge · Session 6 pointer Oct 19, 2026 · Letter booklet

One missed requirement can end a proposal before anyone sees your solution.

GOVCON GIANTS · PUBLIC LINKEDIN SPARK (SIX TRAPS CREDITED)

WHY THIS GUIDE MATTERS

The compliance gate after Session 5

Session 5 taught you to write a clean quote. This guide is the compliance gate before a formal or federal package goes out. Session 6 (Oct 19, 2026) goes deeper on legal and government contracting.

I did not write this guide to scare you off government work. I wrote it because a strong solution still dies if the package breaks the rules of the solicitation.

SECTION 01 · THE SPARK

Six traps only (credit THEM)

I am not inventing a longer secret list. Here is what GovCon Giants named:

01
Page limit
Exceeded limit.

02
Certification
Required cert incomplete.

03
Mandatory
Requirement not addressed.

04
Attachment
Never made the package.

05
Amendment
Not acknowledged.

06
Method / late
Wrong method or late.

Credit: GovCon Giants public LinkedIn. Not affiliated with or endorsed by GovCon Giants.

SECTION 02 · WHAT I WANT YOU TO SEE

Evaluators eliminate first

Your job is to give them zero reasons. That is the price of admission.

> **Luke 5:4. A net that never fully goes into the water does not catch. Strong technical story. Wrong format. Missed shall. Late portal. The catch never happens.**
>
> SCRIPTURE PAYOFF FROM SESSION 5 BRIDGE

Solicitation
Buyer’s written instructions.

Amendment
Change after release.

Compliance matrix
Requirement / answer / where it lives.

Shall
Mandatory must-do in the SOW.

SECTION 03 · WHAT WE BUILT AT INSPIRED

Operator process

At Inspired we built a final check. Fresh eyes. Fresh extraction of requirements. Page limits, forms, signatures, amendments, method, and the deadline with the timezone written out. Verdict in the first sentence: SUBMIT, FIX FIRST, or DO NOT SUBMIT.

Why fresh eyes: a matrix built while drafting can carry the writers’ blind spots. A MET with no page citation is not a MET.

Proof artifact (no win/loss claim): Inspired Solutions + LVSI SOO Compliance Matrix for McConnell AFB Ballroom A/V (RFQ #1772815). Columns: SOO Requirement | Our Solution | Proven Capability. Simple is the point. Every row gets an answer.

Phase 9 texture: SF 1449, SF 30 acknowledgments, FAR 52.212-3, wet-ink schedule (Isabella signs SF 1449 Block 30a when that form is used), SUBMIT_THIS_PACKAGE folder, named person who presses submit.

After a loss: request a debrief. Sourced gap: zero debriefs on file as of mid-2026 is why we never learned. Silence teaches nothing.

SUBMIT = zero MISSING, zero kill shots · **FIX FIRST** = fixable findings · **DO NOT SUBMIT** = missing mandatory / blown page / unacked amendment / throw-out risk

PRINTABLE CHECKLIST

Pre-submit compliance checklist

Print this. Check boxes in pen. Someone named signs the bottom before submit. Label every row: commercial vs govcon.

LANE A · EVERY QUOTE (COMMERCIAL / SESSION 5)

One-page quotes, text-message quotes, simple proposals

Not the same as a federal Section L check. Say the price. Write it down. Follow up. Get paid.

- [ ] Their situation is first (not my bio)
- [ ] Solution is clear in plain English
- [ ] Total cost is a real number (not “pricing available upon request”)
- [ ] What is included and excluded is written
- [ ] Deposit / payment terms are written when the work is custom
- [ ] Timeline is written
- [ ] Why they should pick me is provable (no invented reviews or results)
- [ ] Quote expiration date is written
- [ ] I can defend every line out loud before I send
- [ ] Follow-back date is on my calendar
- [ ] If a fact is missing, I wrote Need input (I did not invent)
- [ ] AI may have drafted. I read it. I approve it. It goes out under my name.

LANE B · SOLICITATION / GOVCON PRE-SUBMIT

Map: GovCon Giants six traps to Inspired final-check spine

Use when there are written instructions, volumes, forms, portals, or amendments.

B1. Page limit (GCG trap 1)

- [ ] I re-read Section L (or RFQ instructions) for page limits per volume
- [ ] Actual page count of FINAL files is at or under the limit
- [ ] Fonts, margins, file format, and file naming match the instructions when specified

B2. Required certification / forms (GCG trap 2)

- [ ] Every required form is in the package (SF 1449 or equivalent as instructed)
- [ ] Reps and certs are current (including FAR 52.212-3 when required)
- [ ] Company certifications required by the solicitation are held and stated accurately
- [ ] Signatures are present. Wet-ink schedule confirmed when required

B3. Mandatory requirement addressed (GCG trap 3)

- [ ] Compliance matrix exists (Requirement | Our answer | File / volume / section / page)
- [ ] Every “shall” is marked MET, PARTIAL, or MISSING
- [ ] Every MET has a citation. No citation = not MET
- [ ] Every MISSING is on the punch list before submit

LANE B CONTINUED

B4. Attachments complete (GCG trap 4)

- [ ] Final file list matches the instructions
- [ ] Cover letter, cost workbook, past performance, and required attachments are the FINAL versions
- [ ] Package staged as the submission set (SUBMIT_THIS_PACKAGE folder mindset)
- [ ] Price in the narrative matches the cost workbook to the penny when both exist

B5. Amendments acknowledged (GCG trap 5)

- [ ] All amendments are in the opportunity folder (or confirmed in writing that none exist)
- [ ] All Q&A responses that change requirements are read
- [ ] Amendment acknowledgments queued (SF 30 / 1449 as instructed)
- [ ] Narrative and pricing reflect the latest amendment (not the original draft)

B6. Method and deadline (GCG trap 6)

- [ ] Submission method matches instructions (portal / email / address / copies)
- [ ] Deadline date, time, AND timezone are written on this sheet
- [ ] Time remaining was checked at final review
- [ ] Named person who presses submit is written here: _____
- [ ] Tracking / confirmation plan after submit is written

LANE C · FRESH-EYES GATE (INSPIRED /FINAL-CHECK)

Do this AFTER writing is done

Do not skip because the team “already built a matrix while drafting.”

- [ ] Fresh re-read of the solicitation set from scratch (not from memory)
- [ ] Requirements inventory rebuilt from source docs
- [ ] Mechanical kill-shot sweep complete (pages, forms, signatures, amendments, method, deadline)
- [ ] Evaluator-seat read complete (shall answered with will, no placeholders, no wrong customer name, no TBDs)
- [ ] Verdict in the first line: SUBMIT / FIX FIRST / DO NOT SUBMIT
- [ ] If FIX FIRST or DO NOT SUBMIT, punch list is ranked with the specific fix for each item
- [ ] Gold Team / owner approval before ship

LANE D · AFTER A LOSS (LEARNING LOOP)

Silence teaches nothing

- [ ] Loss notice saved in the opportunity folder
- [ ] Debrief request drafted the same day (ask for the evaluation against the stated factors)
- [ ] Final Check memo (if one exists) reviewed against what the government said
- [ ] One process change written down so the same miss does not repeat

SIGN-OFF

Opportunity / quote name: _____

Deadline (date + time + timezone): _____

Final-check verdict: SUBMIT / FIX FIRST / DO NOT SUBMIT

Checked by: _____ Date: _____

Submitter (named): _____ Date/time submitted: _____

Confirmation / tracking: _____

FROM RICK

Work the checklist

I am not going to invent a war story for you about a proposal we lost on a missed amendment. What I will tell you is process. We named unacknowledged amendments as a classic kill shot for a reason. We stage a SUBMIT_THIS_PACKAGE folder for a reason. Isabella signs wet-ink when the form requires it for a reason. Someone named presses submit for a reason.

On the commercial side, Session 5 still stands. Say the price. Write it down. Follow up. Get paid. Write Need input instead of inventing.

If you lose, ask for the debrief. Work the checklist. Then come to Session 6 ready to talk legal and government contracting with eyes open.

Homework: (1) Print this checklist. (2) Label commercial vs govcon rows. (3) Run Lane A on one live quote. (4) If you touch federal instructions, build a one-page matrix before solution prose. (5) Calendar Session 6: Legal + Government Contracting, Mon Oct 19, 2026, 7:00 to 9:00 PM ET. Watch Session 5: youtu.be/qr4x3kwFTLI

Open the guide. Download the PDF. Work the checklist before your next quote or proposal leaves the building.

YEAR OF DISCOVERY

GREATER IS COMING

I LOVE YOU · RICK

Credit: GovCon Giants (six traps) · Operator meat: Inspired Solutions / VEC
Mentoring application: Rick Piña · Rick & Isabella Piña Coaching
guides.rickpina.cloud/proposal-compliance/ · Letter booklet