Internal proposal: contractor readiness support

Prepared by [your role] for [decision-maker]. [company]. Template from IronGate Safety Intelligence. Not an offer; no prices are published.

1. SITUATION

[trade] work with a [qualification / renewal / bid / returned submission] due [date]. [What is scattered, unclear or unfinished.]

2. WHAT IS PROPOSED

Request a written estimate for a Contractor Readiness Review: a remote comparison of documents we choose to share with the customer's requirements.

3. WHAT WE WOULD RECEIVE

- Evidence matrix mapped to the customer's requirements
- Document register
- Prioritized action list with owner roles and suggested dates
- One-page management brief
- A review call

4. WHAT IT DOES NOT DO

- On-site hazard verification
- Certification of any kind
- Engineering or clinical determinations
- Insurer coverage opinions
- Legal advice
- Guarantees of customer or platform approval, platform scores, or successful bids
- Invented or backdated evidence
- Unlimited policy writing

5. HOW REVIEW WORKS

Four statuses: Evidence provided, Missing, Needs clarification, Field verification required. "Evidence provided" does not mean compliant, approved, or verified in the field. There is no score. A person reviews every finding before release.

6. COST AND TIMELINE

Scoped and quoted privately after an estimate request. Timeline starts when complete, usable inputs arrive. No commitment is made by requesting an estimate.

7. DATA HANDLING

No confidential documents are shared until authorization, an agreed engagement and a secure submission process exist. Redacted and aggregate information is the default.

8. DECISION NEEDED

Approve requesting an estimate by [date]. Next step after that: review the private quote together.

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