



FedShredder

Pilot Intake Checklist

FedShredder LLC · Proposal Operations Matrix Sprint · intake@fedshredder.com · <https://fedshredder.com>

Designed for **registered primes with a live unclassified solicitation and active B&P commitment** — not first-time SAM registrants.

Core client profile: mid-tier federal primes and integrators (typically **10–50 FTE**, **~\$2M–\$15M** revenue, NAICS **541512 / 541611** and related **541xxx** professional/IT services) with **multiple active pursuits** and Section L/M traceability as the bottleneck—not narrative ghostwriting or platform rollout.

Good fit / not a fit: see [good-fit-not-a-fit.pdf](#) (same pack) or <https://fedshredder.com/#good-fit>

Use this checklist before sending solicitation files. Incomplete intake delays the 24-hour turnaround clock.

1. Contact & contracting

- Prime legal name and CAGE (if applicable)
- Primary POC name, email, phone
- Secondary POC for delivery handoff
- NDA status: executed mutual NDA or request template from /security
- Contracting entity confirmed: **FedShredder LLC**

2. Solicitation package

- Full solicitation PDF(s) including amendments incorporated to date
- Section L and Section M (or equivalent evaluation instructions)
- SOW / PWS / SOO as issued
- Attachments referenced in L/M (forms, certifications, pricing templates)
- Any agency Q&A or amendment notices affecting requirements

3. Scope confirmation

- Solicitation number and due date
- Set-aside / NAICS constraints noted
- Volumes you intend to submit (Technical, Management, Past Performance, etc.)
- Known pink-team or color-team date (if scheduled)
- **Amendment status** — list amendments incorporated; note if a post-RFO or consolidated-buying solicitation (faster eval expected)

- **Eval model** — confirm whether source selection is traditional, outcome-based, or agency-indicated AI-assisted (drives human-review queue depth)

4. Data handling

- Pilot Data Addendum reviewed (/security)
- No classified or CUI-marked materials in this channel unless separately agreed
- File transfer method confirmed (secure link or encrypted email per intake reply)

5. Named reviewers (issued in intake confirmation)

- **Sprint Lead:** Luke P., Capture Operations Lead
- **Compliance QA:** Mathias P. — excerpt reconciliation QA
- **Escalation:** intake@fedshredder.com → Luke P. (one business day target)

6. Deliverables expected

- Section L/M compliance matrix (.xlsx) with Review Status, QA Note, and PM spot-check column
- Volume outline aligned to your Word / SharePoint workflow
- Go/no-go flags on rows requiring human input—never auto-filled from open-web sources
- Citation QA statuses on every row (auto-confirmed, formatting review, human review) suitable for **human or AI-assisted evaluator** spot-check
- Amendment-delta refresh scoped per Pilot tier (see good-fit PDF for retainer path)

Fixed fee: \$2,500 Pilot Sprint · **Turnaround:** 24 hours from complete intake

7. After your first submitted bid

Most mid-tier primes move to a **\$1,000–\$2,500/month infrastructure retainer** for amendment refresh, go/no-go on new drops, and matrix reuse on pursuits already in flight. Scope is fixed monthly—not per-seat shelf software. Request retainer scoping at intake@fedshredder.com after your first Pilot Sprint handoff.

Pursuit model (optional)

Which operating model fits this pursuit?

- **Integrator / team-builder** — teaming, sub roles, partner past performance
- **Self-perform prime** — in-house labor, pricing, and technical approach
- **Bench prime** — redeploy roster, rate tables, and staffing shells

Send completed checklist responses with files to **intake@fedshredder.com** (subject: Pilot Sprint · [solicitation number]).

Human QA required on all final deliverables. FedShredder establishes a verified, source-linked requirements baseline before drafting begins.