

Sample Consultant Support Desk

An illustrative behind-the-scenes assignment handoff for a proposal consultant who needs reliable administrative capacity without surrendering the client relationship. The consultant directs the work, reviews every output, and remains the client's adviser.

ASSIGNMENT	TURNAROUND	CONSULTANT OWNER
Public-bid control brief Illustrative client pursuit	One bounded assignment Target: same business day	Client relationship, advice, approvals and final release

READY FOR CONSULTANT REVIEW

The source map, administrative controls, open-item routing, and evidence trail are prepared. Nothing is represented to the end client as final until the consultant reviews the workpaper and accepts each customer-owned assumption.

Assignment control

CONTROL	BUSINESS READY WORKS	CONSULTANT RETAINS
Client relationship	No direct contact with the consultant's client unless separately authorized in writing.	All client communication, advice, expectations, and account ownership.
Source boundary	Review only the supplied or agreed public documents and log a visible source cutoff.	Confirm which documents, client records, and assumptions govern the engagement.
Work product	Prepare an internal source map, requirement tracker, open-item list, and handoff brief.	Review, edit, contextualize, and approve anything incorporated into client-facing advice.
Professional judgment	Surface administrative facts and uncertainties without resolving legal or technical questions.	Every recommendation, eligibility decision, technical interpretation, and final release.

Illustrative work performed

WORKSTREAM	HANDOFF OUTPUT	STATUS
Opportunity map	Issuer, opportunity number, controlling links, key dates, amendment channel, and source cutoff indexed.	COMPLETE
Administrative scan	Published submission instructions, mandatory events, forms, acknowledgements, and customer-owned confirmations organized.	COMPLETE
Open-item routing	Every unresolved item assigned to consultant, client, legal, technical, estimating, insurance, or surety owner.	REVIEW
Release handoff	Concise internal brief showing completed checks, remaining risks, assumptions, and items excluded from our scope.	PENDING

Consultant handoff and release gate

The workpaper is designed to reduce administrative drag while keeping authority visible. Completed research is separated from consultant decisions and client confirmations, so uncertainty cannot disappear inside polished prose.

Illustrative issue handoff

ITEM	OUR HANDOFF	DECISION OWNER
Mandatory event	Published date, time, location, attendance wording, and source captured. Attendance evidence not assumed.	Consultant / client
Addenda	Official posting channel and current addenda state logged at the stated cutoff. Later changes remain open.	Business Ready Works monitors; consultant releases
Eligibility and licenses	Published criteria indexed without deciding whether the client satisfies them.	Consultant / client counsel or qualified adviser
Technical and price content	Referenced sections routed to the responsible owner; no design, estimate, quantity, or price opinion provided.	Client technical and estimating leads
Final submission	Administrative checklist can be rechecked against the controlled source package.	Consultant and authorized client signer

Consultant review gate

1	Confirm the assignment question, source set, deadline, and intended internal use	REQUIRED
2	Validate the client facts and assumptions that are not available from public sources	CONSULTANT
3	Resolve or route legal, technical, pricing, insurance, surety, and certification questions	OUTSIDE OUR SCOPE
4	Edit or reject any workpaper language before using it in client-facing material	CONSULTANT
5	Preserve truthful attribution and never imply qualifications, review, or approval that did not occur	RELEASE GATE

What the \$250 assignment delivers

Included	One bounded consultant-directed assignment; agreed public-source map; administrative requirement or control tracker; open-item routing; internal handoff brief; and one clarification pass within the original scope.
Not included	Direct client management, sales calls, professional advice, legal research, technical writing, engineering, estimating, pricing, eligibility or compliance certification, representations, signatures, portal entry, or submission.
Acceptance gate	The assignment must be document-bounded, ethically usable, and achievable without credentials or unqualified judgment. We decline work that requires regulated expertise or pretending the consultant performed review that did not occur.

Delivery note

The sample shows an internal support format, not advice to an end client. Business Ready Works can provide a clean internal workpaper, but the consultant remains responsible for review, truthful attribution, client communication, and every professional conclusion.