

ILLUSTRATIVE PUBLIC-SOURCE SAMPLE

Proposal Capacity Work Order

A customer-facing example of how one accepted item moves from authoritative-source capture through administrative mapping, quality review, delivery controls, and closeout. This is not customer work and is not advice to a bidder.

ILLUSTRATIVE WORK ORDER	PUBLIC NOTICE	SOURCE CUTOFF	QUALITY REVIEW
WO-TEST-001	W9124J26QMBTS	Sep. 15, 2026 3:31 PM ET	12 / 12 controls passed

CONDITIONAL FIT - CUSTOMER VERIFICATION REQUIRED

The notice is a sole-source intent rather than an open RFP or RFQ. The administrative response path can be mapped, but the company must decide whether responding is commercially appropriate and must verify technical compatibility, experience, representations, teaming, and submission authority.

Administrative requirement map

Seven visible requirement groups were mapped from the controlling public notice. The customer supplies and approves every company-specific fact and substantive decision.

#	ADMINISTRATIVE REQUIREMENT	SOURCE	CUSTOMER ACTION / AUTHORITY
1	Treat this as a notice of intent to sole source, not an open RFP or RFQ.	Secs. 1, 5	Decide whether a capability response is commercially appropriate.
2	Provide company, contact, UEI, CAGE, and business-status information.	Sec. 6	Supply, verify, and approve every company representation.
3	Confirm NAICS 513210 or support a different code.	Sec. 6	Choose and support the representation; obtain professional review if needed.
4	Provide detailed identical or closely related experience from the last three years.	Sec. 6	Select and validate experience evidence and references.
5	State prime, joint-venture, mentoring, or teaming approach and address the stated subcontracting limit.	Sec. 6	Choose the arrangement and obtain legal or technical review.
6	Send electronically to the stated contacts and reference W9124J26QMBTS.	Sec. 7	Approve and transmit the response; Business Ready Works does not submit.
7	Respond by September 21, 2026 at 12:00 PM CST.	Sec. 7	Approve the internal schedule, final content, and release.

CONTROL RECORD

Source, quality, and authority stay visible

The work order preserves what was observed, what can change, who owns each decision, and what must be rechecked before release. Unknowns remain open rather than becoming assumptions.

Source and amendment control

CONTROL	OBSERVATION AT SOURCE CUTOFF	DELIVERY RULE
Controlling source	Official SAM.gov notice; issuer MICC-FSH; notice number W9124J26QMBTS; Notice of Intent to Sole Source.	Reopen the controlling source immediately before customer delivery.
Deadline	Notice text states September 21, 2026 at 12:00 PM CST.	Use the date, time, and zone in the controlling notice, not a normalized third-party display.
Amendments	No visible amendment was identified at the September 15 retrieval.	This is time-sensitive. Recheck and record the result before delivery.
Submission route	The notice states an email route and requires the notice number in the response.	Customer controls recipients, approval, credentials, transmission, and confirmation.

Quality assurance - 12 of 12 passed

01 PASS Official source	02 PASS Notice identity	03 PASS Deadline + zone
04 PASS Amendment check	05 PASS Requirements mapped	06 PASS Source locators
07 PASS Fit rationale	08 PASS Public data only	09 PASS Authority boundary
10 PASS Scope ceiling	11 PASS Plain language	12 PASS Closeout path

Responsibility boundary

BUSINESS READY WORKS CAN DELIVER	CUSTOMER RETAINS
- Official-source capture and dated source record - Administrative requirement map with locators - Visible risk, uncertainty, and missing-input list - Published amendment recheck - Source-linked workpaper and one bounded correction pass	- Technical compatibility and substantive response content - Pricing, certifications, and representations - Legal, contracting, and professional judgment - Partner or teaming decisions - Approval, recipients, credentials, transmission, and final submission

Work-order lifecycle

1. ACCEPT	Scope, payment, reviewer, target, and capacity confirmed. Stop without written start.	2. CAPTURE	Source, retrieval time, identity, deadline, and amendments recorded. Hold if unclear.
3. MAP	Administrative requirements, locators, and owners mapped. Rescope above 80 items.	4. ANALYZE	Fit, risks, unknowns, and customer decisions stated. No substantive judgment.
5. QA	Twelve source, scope, citation, boundary, and clarity controls completed.	6. DELIVER + CLOSE	Workpaper, record, one correction, and closeout preserved. Never submit for customer.

Source: Official SAM.gov notice W9124J26QMBTS
Limit: Illustrative public-source format only - not a complete review, customer delivery, eligibility or technical determination, or response recommendation.