
FOR SECURITY BUSINESSES PREPARING RFP RESPONSES

From bid requirements to a response your team can review.

A short illustrated walkthrough of requirements, missing information, draft review, and export.

01
Understand
the requirements

02
Resolve
information gaps

03
Review
the response

Fictional example, not a live app recording.

This walkthrough uses hand-prepared sample content. It does not demonstrate live AI output or a completed customer transaction.

A small RFP. Several details to track.

Imagine your company is responding to a fictional request for unarmed security at Harbor Community Center.

FICTIONAL RFP EXCERPT

Harbor Community Center

Section 2: Provide one unarmed officer, Monday-Friday, 6 p.m.-10 p.m.

Section 3: Describe incident reporting and escalation procedures.

Section 4: Include a current insurance certificate and two client references.

All names and requirements are invented for this example.

Before drafting, ask:

What must our response cover?

What evidence do we need?

Which company facts are still missing?

The point is a reviewable workflow, not a promise of winning the contract.

Turn the request into a review list.

StandPost's workflow includes requirements, source citations, and missing-information review. Here is an illustrative result for our sample.

REQUIREMENT	SAMPLE SOURCE	TEAM ACTION
Officer coverage schedule	RFP Section 2	Confirm staffing availability
Incident reporting procedure	RFP Section 3	Supply approved procedure
Current insurance certificate	RFP Section 4	Missing - obtain certificate
Two client references	RFP Section 4	Missing - confirm permission

Missing evidence stays a question for your team. This example does not assert insurance coverage, reference permission, or staffing availability.

Hand-prepared illustration; not extracted by a live AI run.

A starting draft. Not a finished promise.

ILLUSTRATIVE DRAFT EXCERPT

Coverage and reporting

Our proposed coverage follows the requested Monday-Friday, 6 p.m.-10 p.m. schedule for one unarmed officer.

[Confirm staffing availability before making this commitment.]

Incident reporting will follow [insert your approved procedure and escalation contacts].

Sample grounding: fictional RFP Sections 2-3.
Company procedures and availability are not supplied.

Your team's review

Check each statement against the RFP and your actual company information.

Replace placeholders with approved facts. Resolve warnings and missing items.

Do not treat a source citation as proof that the whole response is accurate.

You remain responsible for every submission.

StandPost does not guarantee compliance or a winning proposal.

Know what still needs attention.

ILLUSTRATIVE REVIEW CHECKLIST

Reviewed: requested coverage recorded

Open: staffing availability confirmed

Open: reporting procedure supplied

Open: insurance certificate attached

Open: reference permission confirmed

Review, then export

StandPost offers PDF, DOCX, JSON, and CSV exports.

Choose the format appropriate to your team's next step, then check the exported document and the buyer's submission instructions.

An export is not a submission. Open items still require your team's attention.

This illustration does not mark a real proposal ready or exercise a live export.

Does this fit your proposal workflow?

Apply for the StandPost Founding Feedback Cohort—up to eight qualifying security businesses can help shape the workflow.

FOR SELECTED SECURITY BUSINESSES

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