



AI-Assisted Proposal Preparation Guide

Where automation helps—and where human compliance review is essential

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A safe operating model

AI can assist with outlines, requirement extraction, drafting and document organization. It should not invent experience, certifications, staffing, pricing or citations.

Compliance matrix

For each solicitation requirement, record the source section, required response, responsible author, supporting evidence and final reviewer.

Drafting sequence

Capture source documents; develop the outline; draft against approved evidence; verify all statements; review page limits, forms, attachments and submission instructions.

Review gates

Conduct pink-team review for strategy, red-team review for persuasiveness and compliance, and a final submission readiness review.

Security and accountability

Restrict confidential or controlled information to authorized systems. A qualified person remains responsible for representations and the submitted proposal.

Implementation checklist

Assign an accountable owner, validate information against the latest solicitation and official agency sources, record decisions, and review outcomes after each pursuit. Treat AI outputs as research

assistance rather than authoritative eligibility or legal advice.

Put the framework into practice

Explore Dakdan.ai at dakdan.ai, start a 30-day trial at dakdan.ai/register, or schedule a consultation at [Dakdan.ai consultation booking](#).

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