SoundX

READINESS-TECH

Government Procurement Preparation Checklist

What an Australian SME should be able to produce across seven readiness domains before bidding into Government procurement.

soundx.com.au



How to use this checklist

This checklist lists the documents, records, and evidence an SME should be able to produce for each of the seven readiness domains in the SoundX Readiness System.

It does not score you. Scoring requires a tailored assessment. Use it to prepare. Then take the readiness quiz at **soundx.com.au/quiz** for a result based on your actual position.

> **Note on National and Olympic Procurement:**
>
> QPP 2026 is a Commonwealth framework. It applies to any Australian SME bidding into Commonwealth procurement, regardless of state. If you are based outside Queensland, you are not disqualified from Olympic-related procurement. You simply need to build a clear local narrative and evidence your local partnerships before you bid.

1. Financial & Commercial

Assesses financial stability, commercial maturity and the capability required to support sustainable growth.



Have ready:

- Recent financial statements and, where relevant, audited accounts.
- Evidence of current insurance coverage and currency.
- A commercial model that explains how you price and deliver.
- Evidence of capacity to scale for a larger contract.
- Any joint-venture or subcontractor financial arrangements, documented.

Common gap: Financial capacity is asserted in a tender response but cannot be evidenced with current, dated documents when asked.

2. Cybersecurity & IT Governance

Evaluates technology controls, cyber resilience and the governance practices that support operational security.



Have ready:

- A documented information security policy.
- Evidence of access controls and who holds them.
- Incident response procedure, written and known.
- Data handling and retention arrangements.
- Any relevant certifications or alignments (e.g., Essential Eight posture, ISO 27001 where applicable).

Common gap: Security practice exists informally but there is no written policy, so it cannot be assessed or relied upon.

3. ESG & Sustainability

Measures organisational readiness across environmental, social and governance expectations.

Have ready:

- A stated ESG position, written and current.
- Evidence of any sustainability practices you claim.
- Modern slavery and supply chain due diligence, where applicable.
- Any relevant reporting or disclosure you already produce.
- A record of community or local impact, if claimed.

> *Common gap:* Sustainability claims are made in marketing language that cannot be substantiated with records.

4. Technical & Operational Capability

Reviews systems, processes and operational capability required to deliver with confidence.



Have ready:

- Evidence of past delivery on comparable work.
- Operational procedures for your core services.
- Quality assurance arrangements, documented.
- Asset, equipment or systems register where relevant.
- Business continuity and redundancy arrangements.

Common gap: Capability is demonstrated through individuals rather than systems, so it is not transferable or provable at scale.

5. Legal & Compliance

Assesses compliance obligations, governance frameworks and organisational risk management practices.

Have ready:

- Current registrations, licences and certifications.
- A compliance register with review dates.
- Contract management procedures.
- Evidence of any regulatory obligations specific to your sector.
- Insurance and indemnity documentation, current.

Common gap:
Compliance is current in practice but records are scattered, so retrieval within an audit timeframe is impossible.

6. Local Integration & Narrative

Evaluates local engagement, stakeholder relationships and the ability to demonstrate community impact.



Have ready:

- A clear statement of what your organisation contributes locally.
- Evidence of local employment, suppliers or partnerships, if claimed.
- Your supply chain mapped, including subcontractors and their location.
- A written organisational narrative. Who you are, what you do, and why it matters.
- Evidence of any community or industry involvement.

Note for interstate bidders: If you are bidding into a new region, use these items to build your local narrative. Show how your presence will benefit the local area through employment, partnerships or community investment.

Common gap: Local benefit is claimed but cannot be shown through records of employment, spend or partnership.

7. Human Capital & Culture

Measures workforce capability, leadership capacity and the organisational culture required for long-term success.

Have ready:

- An organisational chart with named roles.
- Evidence of relevant qualifications and training, recorded.
- Workforce planning for contract scale-up.
- Culture, safety and conduct policies, current.
- Retention and succession arrangements for key roles.

> *Common gap:* Training and qualifications exist but are not recorded, so capability cannot be evidenced.

Get your readiness result

The quiz at **soundx.com.au/quiz** walks through these seven domains and gives you a result based on your actual position.

Read the deeper guides

The seven domains are explained in full at **soundx.com.au/solutions/strategic-readiness-assessment**.

Talk it through

If you want a conversation about where you stand before your next bid, visit **soundx.com.au/contact-us**.

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hello@soundx.com.au

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This checklist is a preparation tool, not legal, financial or compliance advice.

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