Pilot scope and working terms

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This document describes the commercial scope and working arrangements for the Proposal Support Pilot. Each engagement also requires a client-specific written scope. No work or payment begins merely because someone reads these terms or requests information.

1. What the pilot includes

For a fixed fee of US $2,000, Brevidy, Inc. prepares one agreed technical or management proposal section, up to ten pages of narrative in the agreed format. The requirements checklist, source references and gap list are separate supporting materials and do not count toward that limit.

The deliverable includes an editable Word draft, a requirements checklist, references supporting factual company claims, an explicit list of unresolved information and commitments, review by a separate experienced proposal specialist, and one consolidated round of client-requested revisions within scope.

2. Client inputs and excluded work

The client supplies the relevant solicitation instructions and evaluation criteria, the selected section, its approved technical or management approach, supporting company records, and one authorized contact for questions and consolidated feedback. The client must have permission to share and use those materials for the agreed purpose.

The pilot does not include inventing the solution or approach, pricing, bid strategy, a whole multivolume proposal, oral presentations, technical challenges, legal advice, submission, unlimited revisions or a win guarantee. Classified, controlled unclassified and export-restricted material is excluded. The client identifies any other handling restrictions before sharing documents.

3. Before an engagement begins

No deposit is accepted until both parties approve a written scope identifying the section, format, deliverables, qualified independent reviewer, data-handling plan, dates, cancellation calculation and payment milestones. Brevidy checks that the available inputs and reviewer capacity fit the pilot before accepting it.

This is a new service with no completed paid proposal-support engagements as of this version. The public sample is fictional and has not been independently reviewed by a proposal specialist. It demonstrates a format, not client results or a validated delivery system.

4. Delivery, feedback and corrections

The written scope sets the material-ready date, reviewed first-draft date, client-feedback deadline and final-delivery date. Timing depends on the agreed inputs, deposit and timely answers. Missing inputs, changed requirements or unavailable approvals may require a revised schedule agreed in writing; Brevidy will flag the effect on the bid deadline.

The client supplies one consolidated set of comments within the agreed feedback period. New sections, materially changed approaches or solicitation amendments that change scope require a written change agreement before extra work or charges. Fixing Brevidy errors that prevent the work from meeting the agreed scope does not use the revision allowance and carries no extra fee; report them promptly so a correction date can be agreed.

If feedback is overdue, Brevidy sends a written closure notice allowing five further business days to respond. With no response, it delivers the current reviewed version as final, invoices the balance and closes the included revision window. Silence does not approve factual claims or commitments, or authorize submission. A different closure rule may be agreed in the written scope.

5. Independent review and client responsibility

The reviewer is not the draft preparer. Review covers the agreed section's requirement coverage, support for factual company claims, internal consistency and unresolved commitments. Known conflicts relevant to the engagement are disclosed before work proceeds.

Source references establish where a claim came from, not whether the underlying customer record is true. Proposed methods and future commitments are identified for client approval. The client retains responsibility for its records, solution, pricing, approvals and submission. This review is not a certification of the entire proposal or a guarantee of procurement compliance or award.

6. Confidentiality and AI/data handling

Before nonpublic material is shared, the parties agree the approved people and tools, AI providers and account settings, permitted uses, processing locations where relevant, secure transfer and storage, access controls, and retention/deletion arrangements, including any provider or backup limits. If the required controls cannot be met, the work does not proceed.

Client materials are used only for the engagement and shared only as authorized. People given access, including the reviewer, must be bound to confidentiality. No use for model training, other clients, publicity or portfolio examples is authorized by these terms. AI tools may be used only where their actual terms and settings fit the approved data plan. Do not send confidential proposal documents with an initial inquiry.

COMMERCIAL TERMS

7. Payment

The $1,000 deposit is credited toward the fixed $2,000 fee. The remaining $1,000 is due on final delivery, after the included revision when requested within the agreed window, or after the closure process in section 4. Payment is for the agreed work, not a procurement outcome. No subscription or success fee is included.

The scope records the payment dates and any applicable taxes before approval. Ordinary reviewer and tool costs are included in the fee. No additional service charges are incurred without the client's prior written approval.

8. Cancellation or inability to complete

Either party may request cancellation in writing. Before authorized work starts or approved nonrecoverable outside costs are incurred, the deposit is refundable in full. After that point, any cancellation charge is limited to documented completed work and approved nonrecoverable costs, using the calculation agreed in the written scope. Costs cannot be counted twice, and total charges cannot exceed the agreed engagement price.

The deposit is not automatically forfeited. Brevidy provides an itemized closeout and refunds unearned amounts within ten business days of cancellation. Completed work paid for is provided to the client with the corresponding usage rights. No charge is made for unperformed future work or lost profit.

If Brevidy cannot meet an agreed material commitment for reasons within its control, it promptly notifies the client and offers a revised arrangement or cancellation. On cancellation for that reason, the client pays only for usable completed work it agrees to retain; all other amounts are refunded within ten business days. This paragraph does not waive either party's other rights.

9. Rights in materials and deliverables

The client retains its rights in its supplied material. After payment, the client may use, edit, reproduce and submit the paid-for deliverables and share them with its proposal team, advisers and intended procurement recipients. Brevidy transfers any rights it owns in client-specific deliverable content, while retaining its pre-existing tools, methods and reusable templates; embedded template elements are licensed for those client uses without additional fees.

No exclusive copyright or uniqueness is promised for AI-generated material. Brevidy will not reuse client-confidential content for other engagements or public examples without separate written permission.

10. Written approval and version control

These terms apply only when a written engagement scope approved by authorized representatives of both parties incorporates this dated version. An inquiry or website visit does not start an engagement. Later website changes do not alter an accepted engagement. Any variations, and the priority of a separate signed service agreement or confidentiality agreement, must be settled in writing before work begins.

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