

IRONHORSE QUICK START

IRONHORSE is where this pursuit is run. Every customer obligation, the work that answers it, the writing that carries it, and the checks that say whether it is ready, in one controlled place.

ironhorse.cashelstrategic.com

Sign in with the address that was invited

START HERE *three steps, in order, once*

1 ACCEPT THE INVITATION Open the invitation email from Cashel Strategic and accept the Microsoft prompt if you get one. It creates your access, not a new password.	2 SIGN IN Go to ironhorse.cashelstrategic.com and sign in with your own Microsoft credentials. A different address will be refused.	3 ACCEPT THE HANDLING TERMS You are asked once. It stays tied to your account and it is what unlocks controlled material.
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TWO LEVELS, AND ONLY TWO *everything you see belongs to one of them*

PROGRAM The contract vehicle NNSS Modular Construction BMA Requirements, gates, documents and people that apply to the whole pursuit. Every task order inherits them, including ones created later.	TASK ORDER One effort under it T0-01 Area 11 Operations Facility Its own requirements, design work, documents and access. Nothing here leaks into another task order.	Check the selector before you change anything. It sits at the top of every screen. Editing at program level changes it for every task order. Editing inside a task order changes only that one.
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TEN WORKSPACES, TEN QUESTIONS *each one exists to answer exactly one*

WORKSPACE	THE QUESTION IT ANSWERS	WHAT LIVES THERE
Dashboard	Where are we?	Gate status, days to the deadline, overdue work, open clarifications, response progress
Gates	Can we bid at all?	The five eligibility conditions, their criteria, evidence and status
Schedule	When does it happen?	Milestones, the job walk, questions due, proposal due, events
Tasks	Who is doing what?	The work packages, owners, dates, priorities and what each task feeds
Proposal Response	What are we producing?	The artifacts being written, coverage, compliance, assembly, submission
Design & Technical	What are we building?	Area 11 design components, drawings, technical requirements
Documents	What files do we have?	Solicitation source, our working files, gate evidence, reference material
Notes	What have we decided?	Decisions, assumptions, analysis, linked to the records they affect
NNSS	What do we know about the site?	Sites, locations, badging and access knowledge, maps
Team & Access	Who can see what?	People, their organisation, and whether they reach the program or one task order

THE FOUR YOU WILL USE MOST

Dashboard Start here every morning. It is read only, so nothing you do here can break anything. - Red means it blocks the bid - Amber means somebody has to look - Every number is a count you can click into	Gates Five conditions that must hold before the bid can go out. A gate is not a to-do list, it is eligibility. A gate's own checklist is ours. Its criteria come from the solicitation. Never treat one as the other.	Schedule Every date says where it came from: printed in the solicitation, derived from a printed rule, or set by us. - Printed dates do not move - Ours can, and the change is recorded	Tasks The work itself, grouped into work packages, each linked to the requirement it satisfies and the criterion it scores against. If a task has no owner and no date, it is not real work yet.
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WRITING THE PROPOSAL

Proposal Response is where the submission is built. It turns a solicitation of 118 obligations into 38 things somebody can sit down and write.

Proposal Response

Twelve tabs, one job each

THE TABS *writers start at Artifacts, managers start at Needs attention*

Artifacts	The things we produce. Narratives, plans, forms, resumes, the design package. Start here.	Requirement coverage	Did we account for every obligation the customer stated?
Needs attention	Anything missing an owner, content, a date or a resolved comment. Ranked, with the reason on every row.	Evaluation	Are we answering what is actually scored, and how strongly?
Assembly	The order the volumes actually print in, and the button that generates Word.	Form 004	The reference questionnaires. The client returns them to MSTs, we never enclose them.
Submission	The final check over the whole package, with what to do about each finding.	Clarifications	Real conflicts in the solicitation that need MSTs to answer. Six are open.
Response	The control matrix. Requirement, owner, task, artifact, status, criterion, issue.	Compliance	Rule by rule against the instructions, each with its source reference.
TO-01 contributions	Task order material and which volume of the single proposal it feeds.	Readiness	Two pictures kept apart: how the writing is going, and whether the package could go out.

WORKING ONE ARTIFACT *open it and the tabs run left to right in the order you need them*

DEVELOP What the customer requires, how it is scored, what we already hold, and what is missing. Read this first.	CONTENT Write it. Headings, paragraphs, lists, tables and figures, all of which print as real Word.	DRAFT Ask IRONHORSE can write a first pass from the panel. It marks every fact it does not hold.	CHECK Scores what you wrote against each governing requirement and lists what is still unanswered.	REVIEWS Record the review and its comments. Open comments follow the artifact everywhere.	
Not started	In development	Draft	In review	Final	Submitted

Only one of these moves on its own: saving content for the first time sets the artifact to **Draft**. Every other step is a person deciding. Nothing goes to **Submitted** except from **Final**.

FOUR KINDS OF INFORMATION, AND ONLY ONE OF THEM IS BINDING *this is the most important idea in the system*

CUSTOMER SOURCE What MSTs issued. The solicitation, attachments, amendments. THE ONLY THING THAT CAN CREATE AN OBLIGATION. Always check the citation.	INTEL & REFERENCE Material we collected to understand the job. Capability statements, partner material, public NNSS guidance. It informs. It never obliges.	NOTES What our team analysed or decided. Useful, recorded, linked. It does not override anything the customer said.	LIVE DATA Tasks, gates, owners, dates, statuses. What the system computed from the records. A finding, not a requirement.
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WHAT THE SYSTEM DOES, AND WHERE YOU TAKE OVER

Ask IRONHORSE	Answers from what the pursuit holds and cites where each answer came from. Ask it what the solicitation requires, what is missing from Volume I, what is blocking submission, what is due this week.	Producing the volumes	Assembles each volume in the order you set and generates a real editable Word file: cover page, contents, headings, tables, figures, page numbers, landscape sections. Every version is kept.
What Ask cannot do	Invent past performance, years, licences, values, dates, names or pricing. What it does not hold comes back as a visible MISSING marker for you to fill in. It never sends anything and never marks work complete.	What stays yours	Polish in Word, upload it back, mark it the current final, and send it. IRONHORSE never emails MSTs and never submits anything. Submission stays a deliberate human act.

FIVE RULES	01 Check which program and task order you are in before you change anything.	02 A customer requirement and an internal checklist item are not the same thing.	03 Never mark something done because the AI suggested it. Read it first.	04 When compliance matters, open the source document and use the citation.	05 If you are stuck, ask IRONHORSE, then ask the proposal lead.
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