DEEP SPACE · USER GUIDE

The Full Preconstruction Guide

Everything your team does before a project breaks ground — tracking opportunities, pricing the work, tendering trades to subcontractors, and getting a signed proposal — lives in the Preconstruction module of Deep Space. This guide walks through every page, in the order a real job flows through them.

Version 1.0 · September 2026 · All screenshots taken in Deep Space

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SECTION 1

How Preconstruction fits together

Preconstruction in Deep Space runs three threads in parallel, and they meet at the moment you win the job:

- **Win the work** — track a lead from first contact to a submitted head-contract tender (Opportunity Tracker, Tender Tracker).
- **Price the work** — measure quantities, build a priced Bill of Quantities, and turn it into a client-ready proposal (Quantity Takeoffs, Estimation, Proposal Builder).
- **Buy the work** — package up the trades, invite subcontractors, collect and level their bids, and award (Subcontractor Tendering).

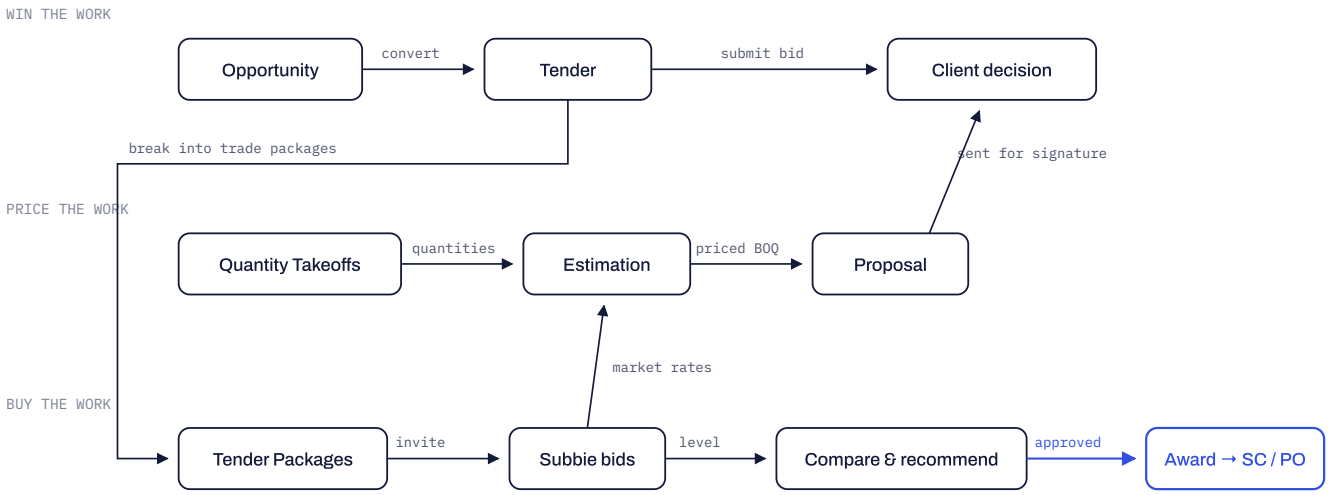


FIG. 1 The three preconstruction threads. A head-contract tender is broken into trade packages; subcontractor bids feed market rates back into the estimate; the estimate becomes the proposal the client signs; an awarded package converts straight into a Subcontract or Purchase Order.

Workspace pages vs project pages

Some Preconstruction pages look across your whole workspace; others belong to one project. Workspace pages never ask you to pick a project — project pages use the project selector in the top bar.

SCOPE	PAGES
Whole workspace	Preconstruction Dashboard, Client Directory, Opportunity Tracker, Tender Tracker, Scope of Works, Conditions & Tags, Tender Packages
One project	Quantity Takeoffs, Estimation, Proposal Builder

SECTION 2

Finding your way around

Open the **Preconstruction** group in the left navigation. Every page in this guide lives here. The **Subcontractor Tendering** sub-group carries a *Beta* badge — those pages are fully usable and actively evolving.

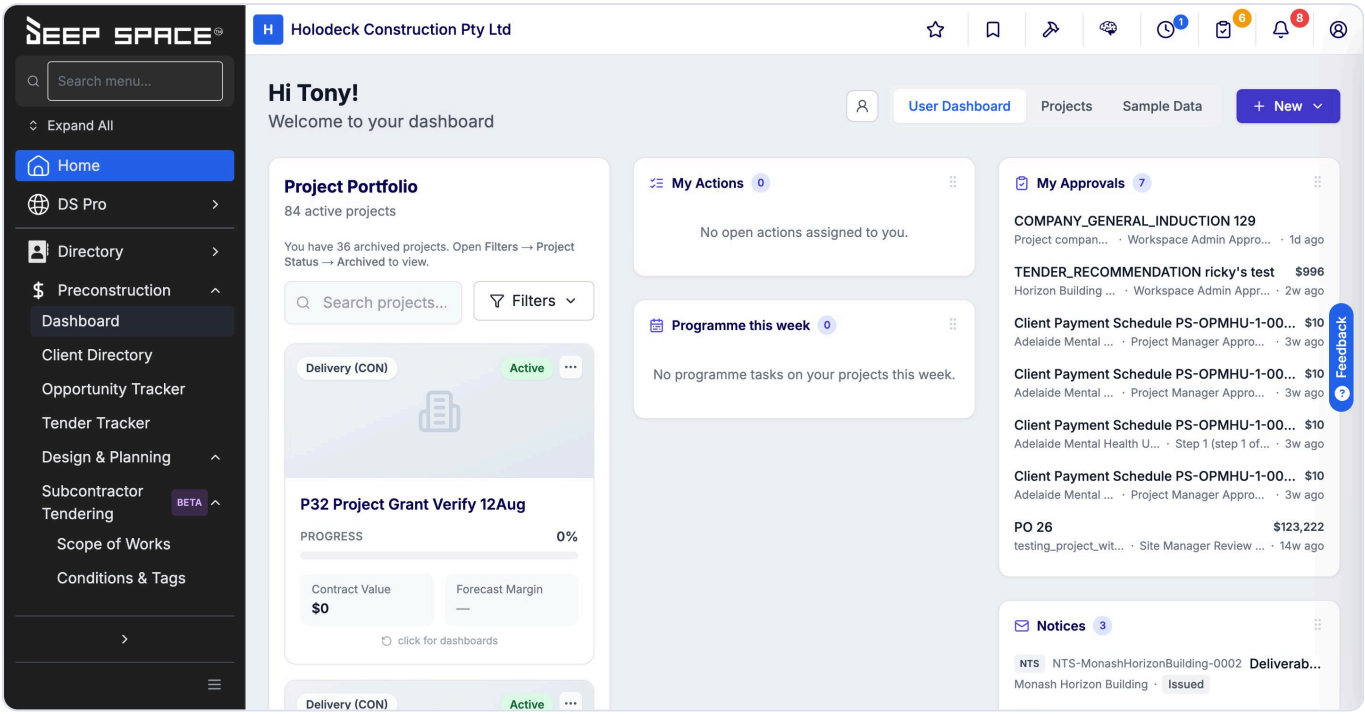


FIG. 2 The Preconstruction menu, expanded. The home dashboard on the right also surfaces preconstruction work — tender recommendations waiting in **My Approvals**, and RFIs and notices raised from tender packages.

Two global touches worth knowing before you start:

- **Search the menu** — the box at the top of the sidebar filters the whole navigation tree, which is the fastest way to jump between Preconstruction pages.
- **My Approvals** — tender recommendations you submit for sign-off arrive in the approver's **My Approvals** tray (clipboard icon, top right) and on their home dashboard.

SECTION 3

Preconstruction Dashboard

`Preconstruction → Dashboard` is the command centre: one page that reads from every register in the module and links back into each of them. Use the three filters at the top — date window, estimator, and sector — to focus everything below at once.

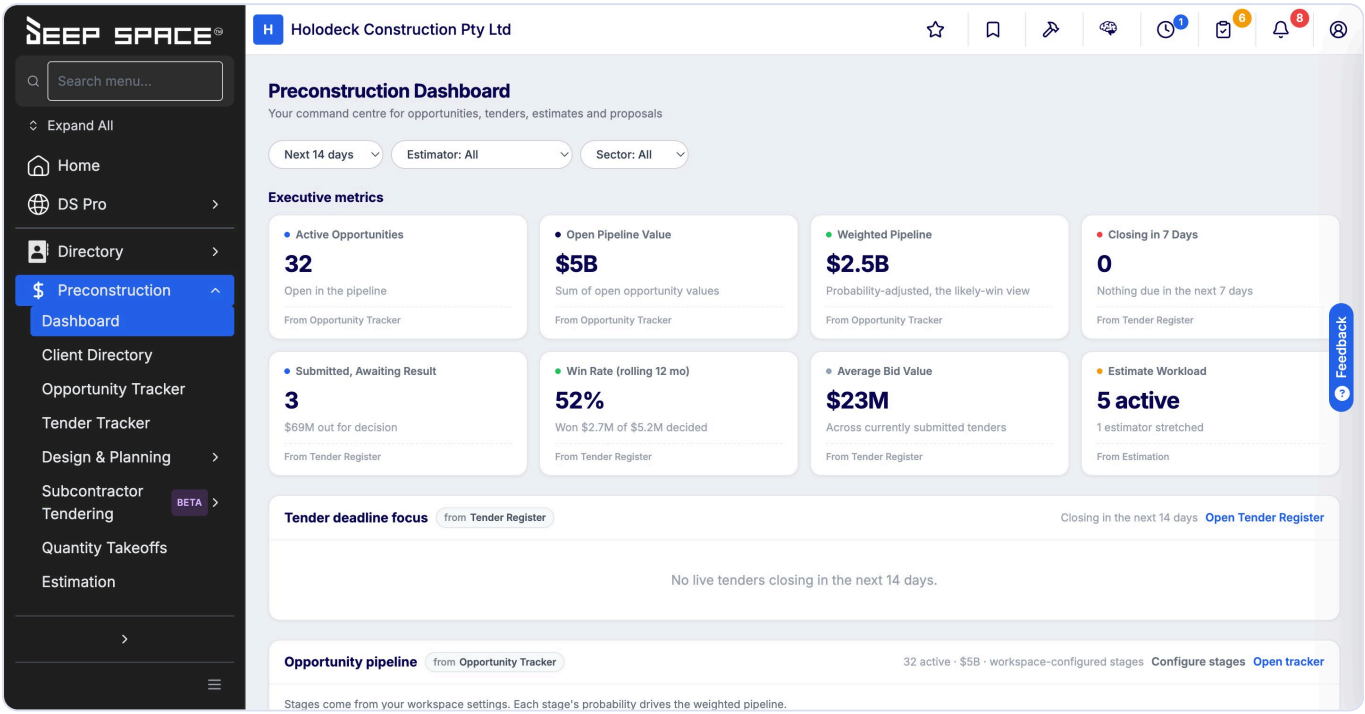


FIG. 3 Executive metrics. Every tile names the register it reads from, and clicking it takes you there with the right filter applied.

- **Active Opportunities / Open Pipeline / Weighted Pipeline** — from the Opportunity Tracker. The weighted figure multiplies each opportunity's value by its stage probability, giving the "likely win" view.
- **Closing in 7 days / Submitted awaiting result / Win rate / Average bid value** — from the tender register behind the Tender Tracker.
- **Estimate workload** — how many live estimates each estimator carries, from Estimation.

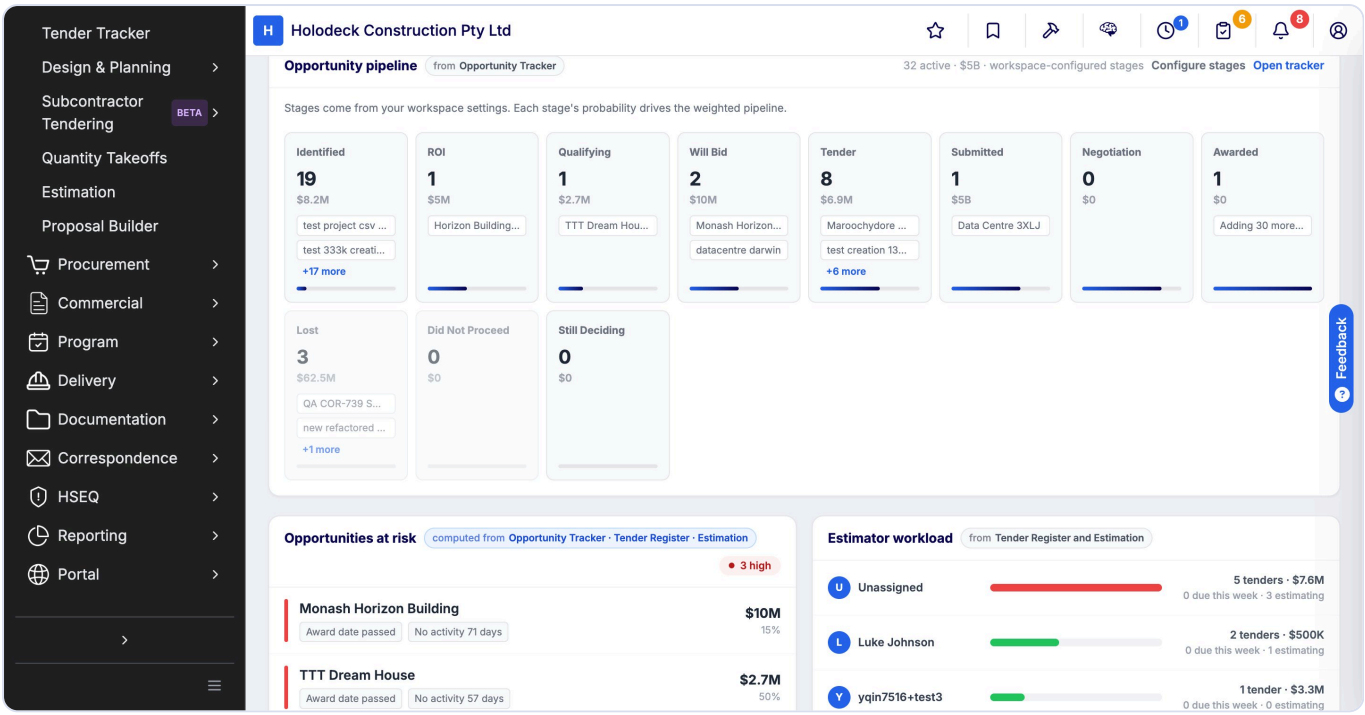


FIG. 4 Further down: the opportunity pipeline by stage, **Opportunities at risk** (award date passed, no recent activity), and per-estimator workload.

TIP

The pipeline widget's stages come from your workspace settings — the **Configure stages** link beside it opens the stage manager described in section 5.

SECTION 4

Client Directory

`Preconstruction → Client Directory` is the workspace's register of clients — the companies you tender *to*. Opportunities, tenders and proposals all pick their client from here, so keeping it clean pays off everywhere downstream.

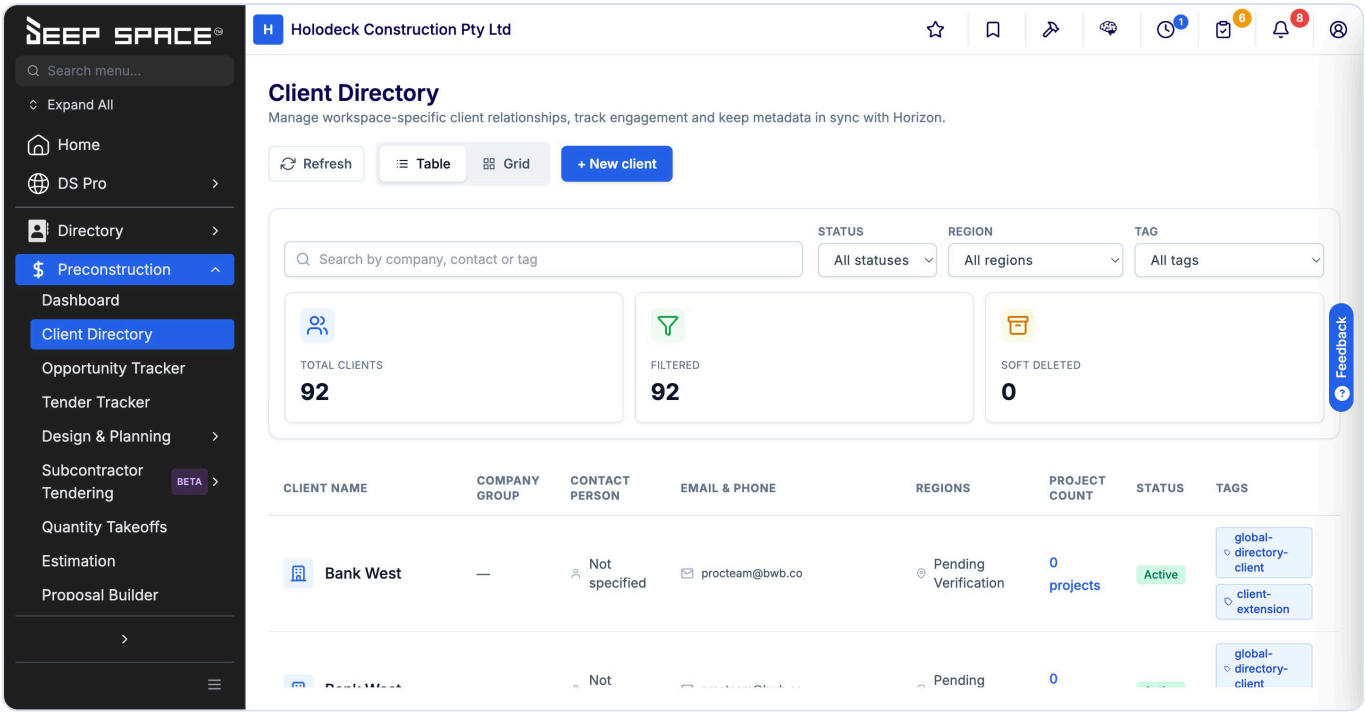


FIG. 5 The Client Directory in table view. Switch to **Grid** for cards; **+ New client** adds a company.

- **Search and filters** — free-text search across company, contact and tag, plus status, region and tag filters.
- **Per-client record** — company group, contact person, email and phone, operating regions, tags, and a live count of projects linked to the client.
- **Status** — clients can be Active or retired; deleted clients are soft-deleted and counted on the third tile, so nothing disappears silently.

SECTION 5

Opportunity Tracker

`Preconstruction → Opportunity Tracker` is where business development lives: every lead your team is chasing, staged from first sighting through to award. Four tiles keep score — **Total Pipeline Value**, **Weighted Pipeline Value**, **High Probability**, and **Upcoming Submissions**.

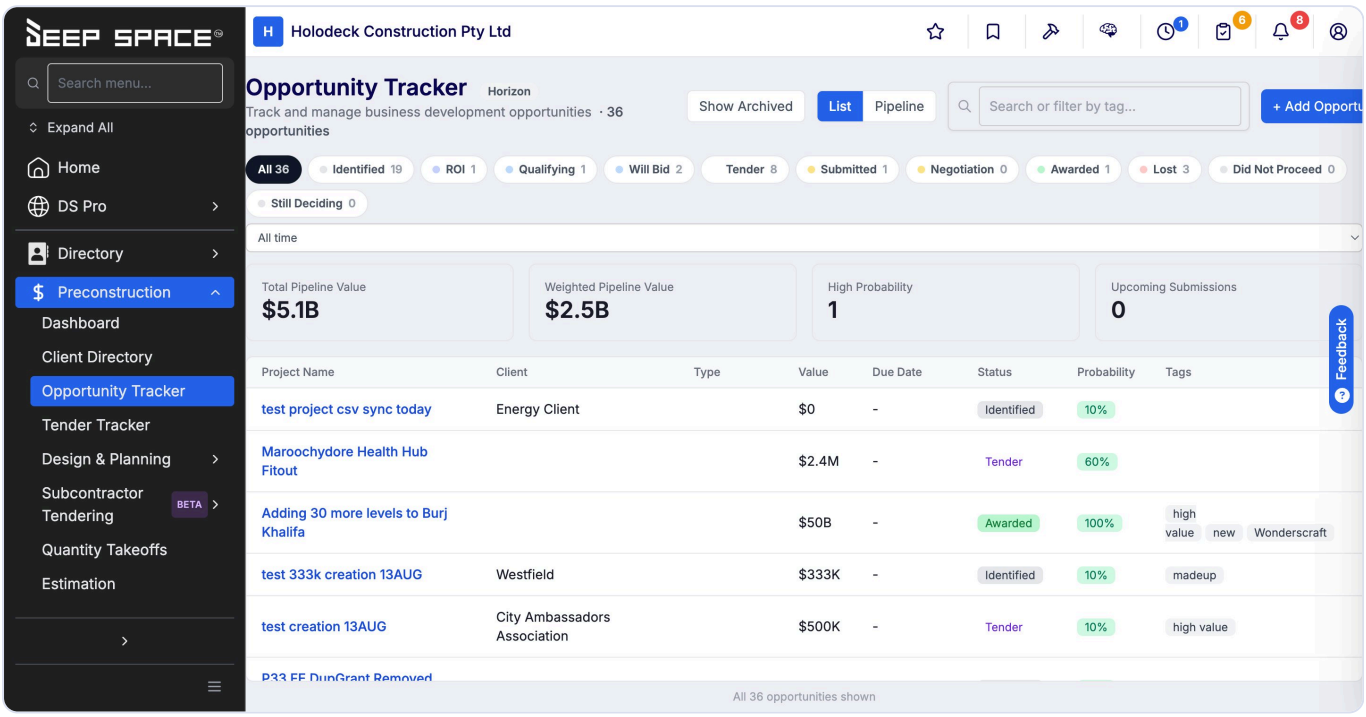


FIG. 6 List view. The stage chips across the top filter the register; **Show Archived** reveals retired records.

Every opportunity sits in exactly one **stage**. Stages are configured per workspace (rename, reorder, recolour, retire), and each carries a default win probability that drives the weighted pipeline. A typical set:

STAGE	MEANING
Identified	A lead worth logging. Default 10% probability.
ROI / Qualifying	Registration of interest lodged; qualifying whether to bid.
Will Bid	Committed to bidding — this is when estimating usually starts.
Tender	A live head-contract tender exists (see section 6).
Submitted / Negotiation	Bid is with the client.
Awarded	Won. 100% probability — the job hands over to delivery.
Lost / Did Not Proceed / Still Deciding	Terminal or holding outcomes; record loss notes for win/loss review.

ADMIN

Workspace admins manage the stage list under **Configure stages** (also reachable from the Dashboard). Retiring a stage that still holds opportunities prompts you to reassign them first.

5.1 Creating an opportunity

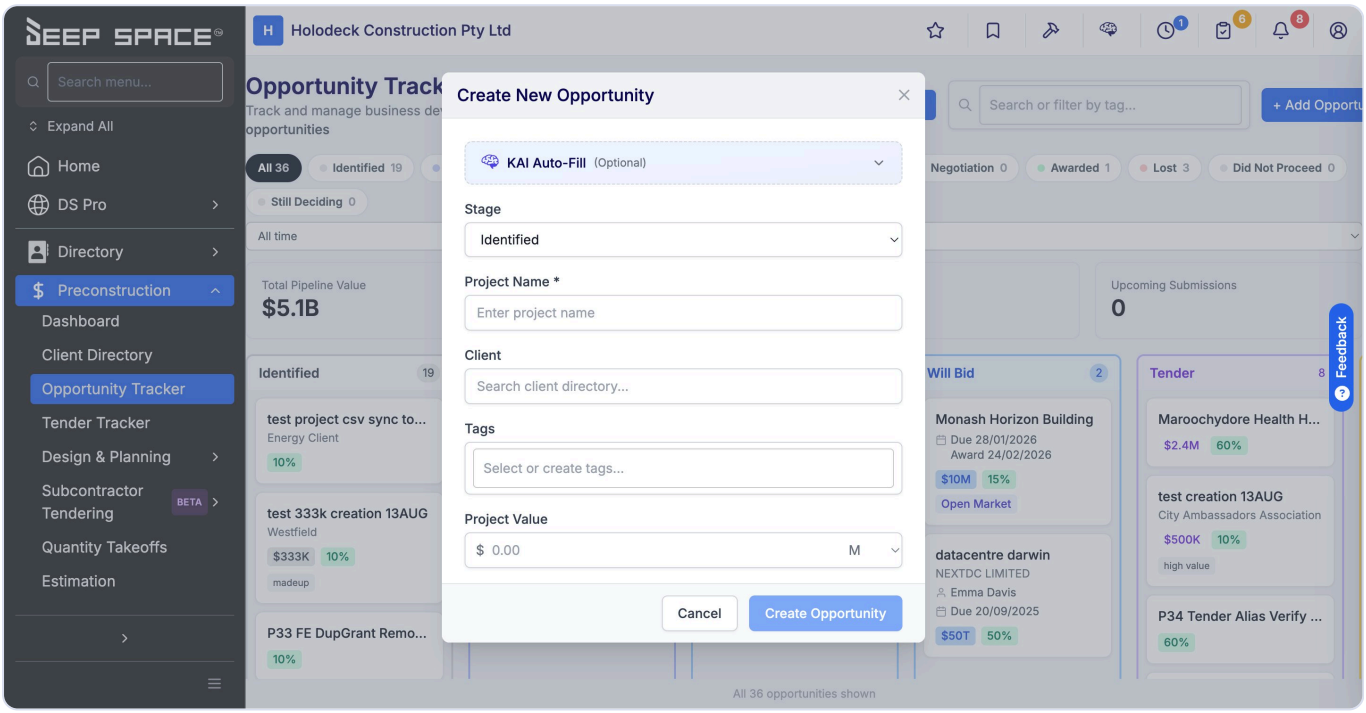


FIG. 7 **+ Add Opportunity**. Only the project name is mandatory — everything else can be filled in as you learn more.

1. Click **+ Add Opportunity** and give the project a name.
2. Pick the **client** — the field searches the Client Directory (section 4).
3. Set the **stage** and the **project value**. Value is entered in millions — type *5* for $5M.
4. Add **tags** for anything you'll want to filter by later (sector, region, "high value"…).
5. Or skip the typing: expand **KAI Auto-Fill**, paste your notes or drop in a screenshot of the invitation email, and KAI extracts the fields for you to review before saving.

5.2 Working the pipeline

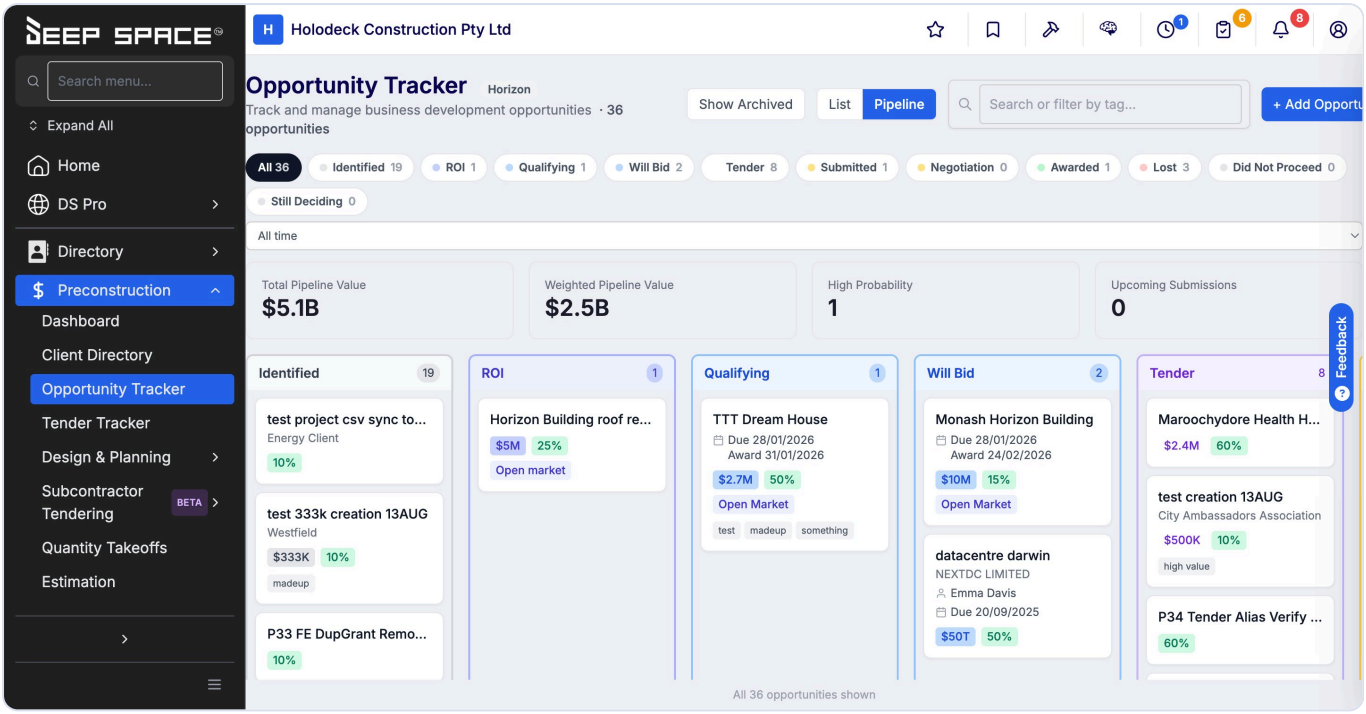


FIG. 8 Pipeline view. Drag a card into another column to change its stage — the probability updates to the stage default.

Click any row or card to open the opportunity drawer:

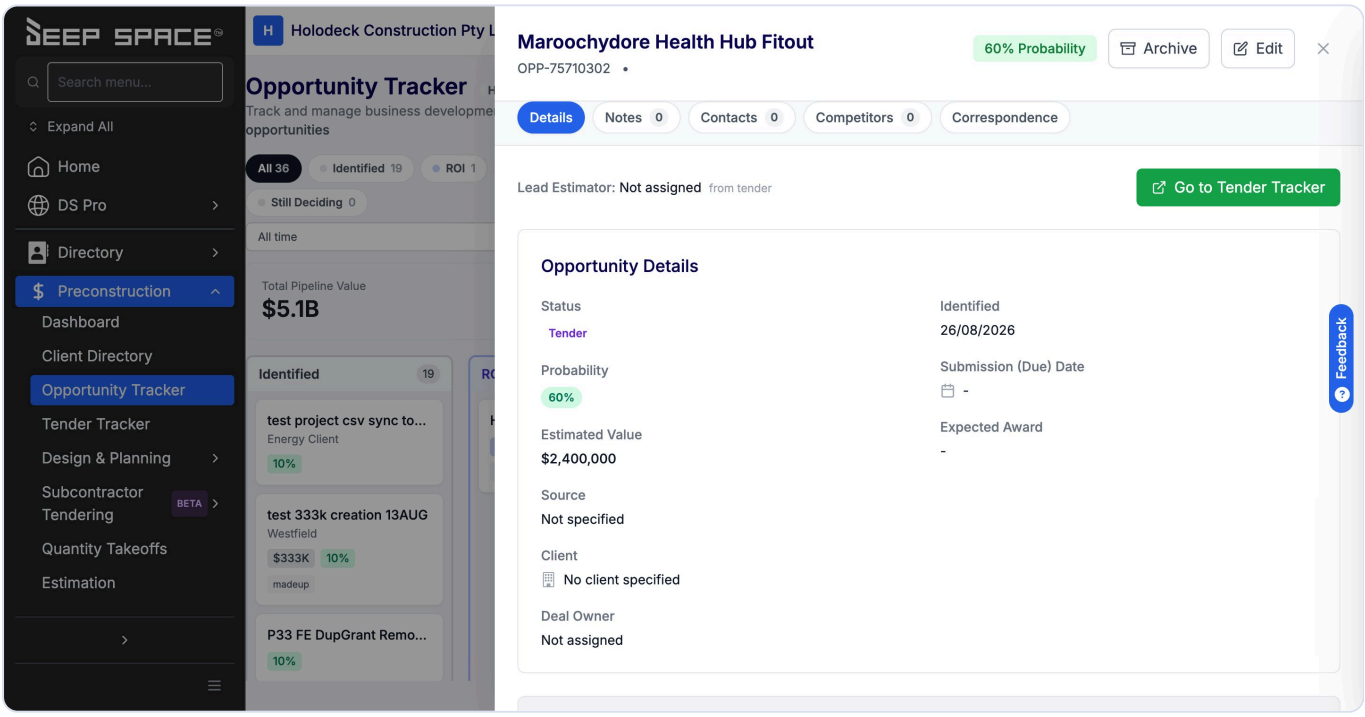


FIG. 9 The opportunity drawer. This one has already been converted, so the convert button now reads **Go to Tender Tracker**.

TAB	WHAT IT HOLDS
Details	Status, probability, value, dates, source, client, deal owner — all editable via **Edit**.

TAB	WHAT IT HOLDS
Notes	Running commentary; every note is stamped with author and time.
Contacts	The client-side people on this pursuit.
Competitors	Who else is bidding — feeds later win/loss analysis.
Correspondence	Emails captured against this opportunity.

5.3 Converting to a tender

When the pursuit becomes a live bid, click **Convert to Tender** in the drawer. A three-step wizard (*Basic Info* → *Details* → *Team & Tags*) creates the tender record and links it back to the opportunity — from then on the drawer shows **Go to Tender Tracker** instead.

NOTE

Archive offers two options: archive the opportunity *and* its associated project, or archive the opportunity only. Archived records can be reactivated at any time via **Show Archived**.

SECTION 6

Tender Tracker

`Preconstruction → Tender Tracker` is the single register of head-contract tenders — the bids *you* submit to clients. It works across the whole workspace, with four score tiles: **Live tenders**, **Closing this week**, **Submitted awaiting result**, and rolling 12-month **Win rate**.

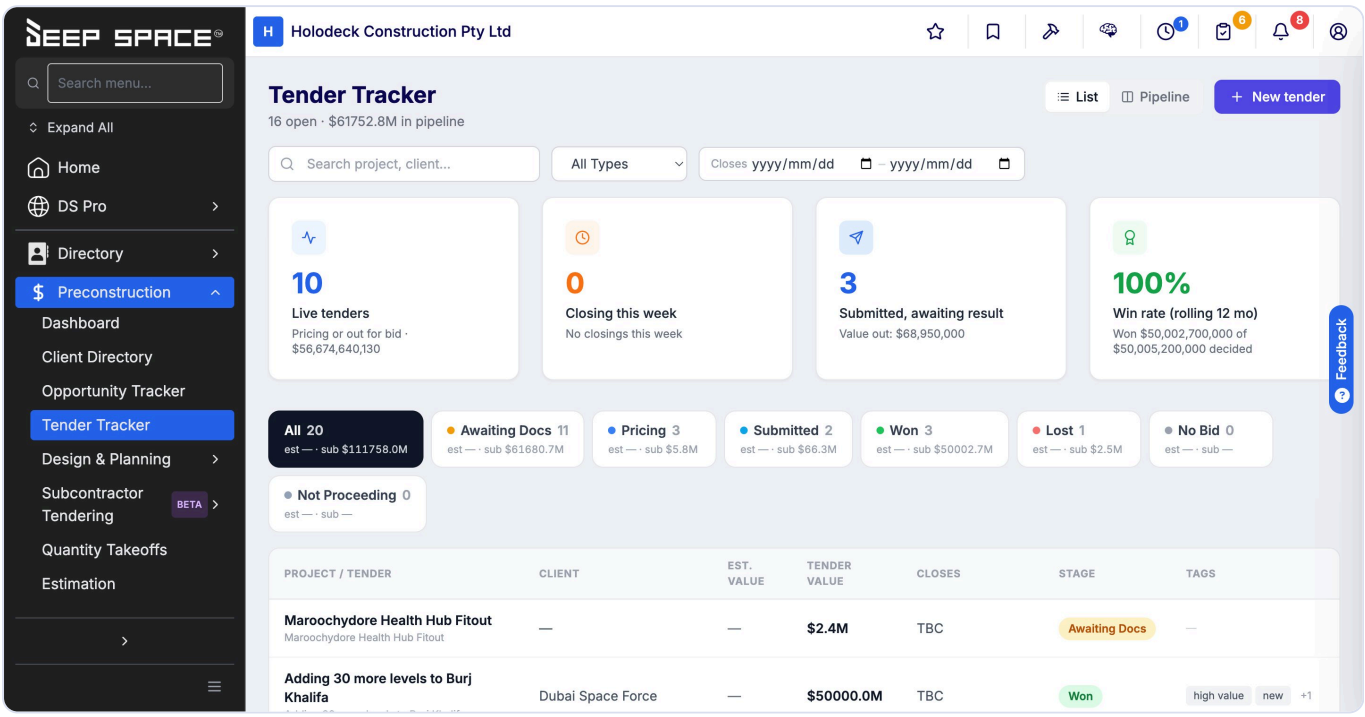


FIG. 10 List view. Columns sort on click; close dates show urgency badges — *Closes today*, *3d left*, *Overdue*.

6.1 Stages and outcomes

A tender moves through three working stages, then lands on one of four outcomes:

STAGE	MEANING
Awaiting Docs	Tender received, waiting on documents before pricing can start.
Pricing	Estimating in progress.
Submitted	Bid lodged with the client.
Won / Lost / No Bid / Not Proceeding	The recorded outcome. Won and Lost feed the win-rate tile.

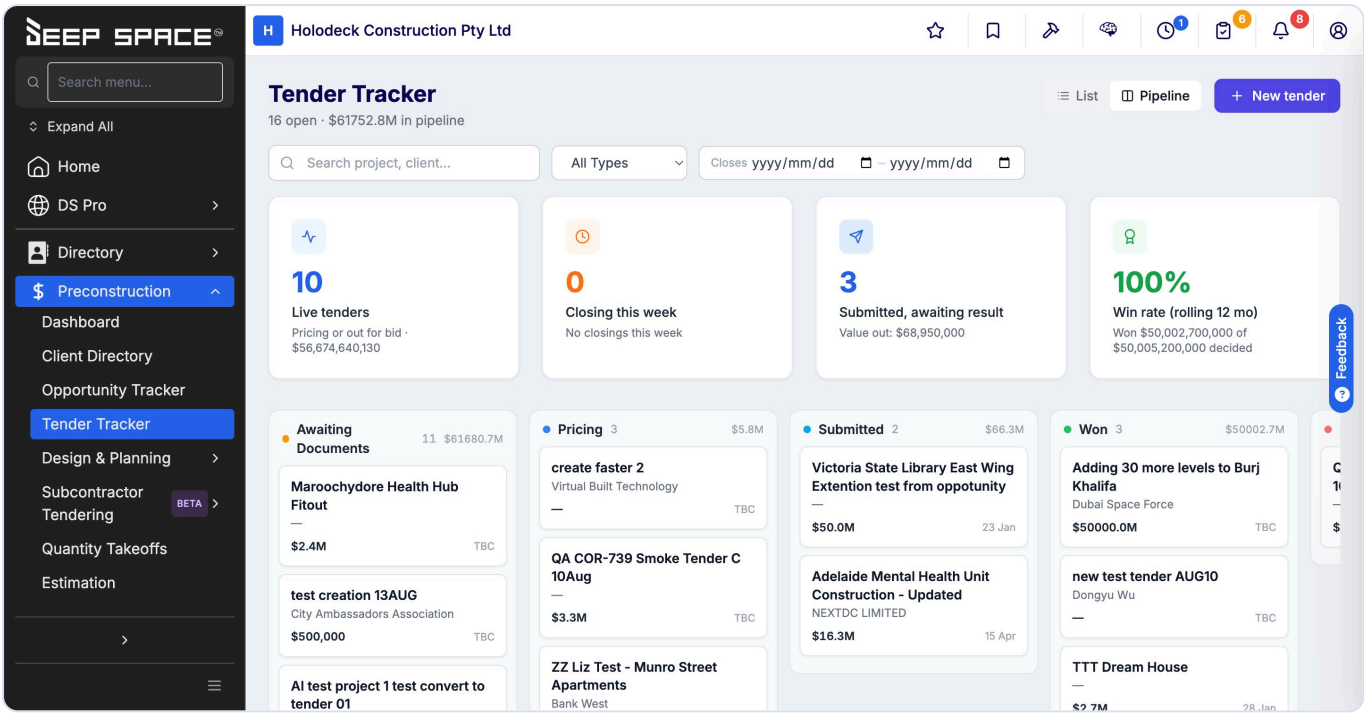


FIG. 11 Pipeline view. Drag a card between columns to change stage; dropping it on *Won*, *Lost* or *No Bid* records the outcome.

+ New tender asks for one thing only: the project. Pick an existing project to attach the tender to it — or type a new name, and Deep Space creates the opportunity and backing project for you and links all three.

6.2 Inside a tender

Click a tender to open its drawer. The stage bar across the top moves the tender through *Awaiting Documents* → *Pricing* → *Submitted*, with the outcome buttons alongside.

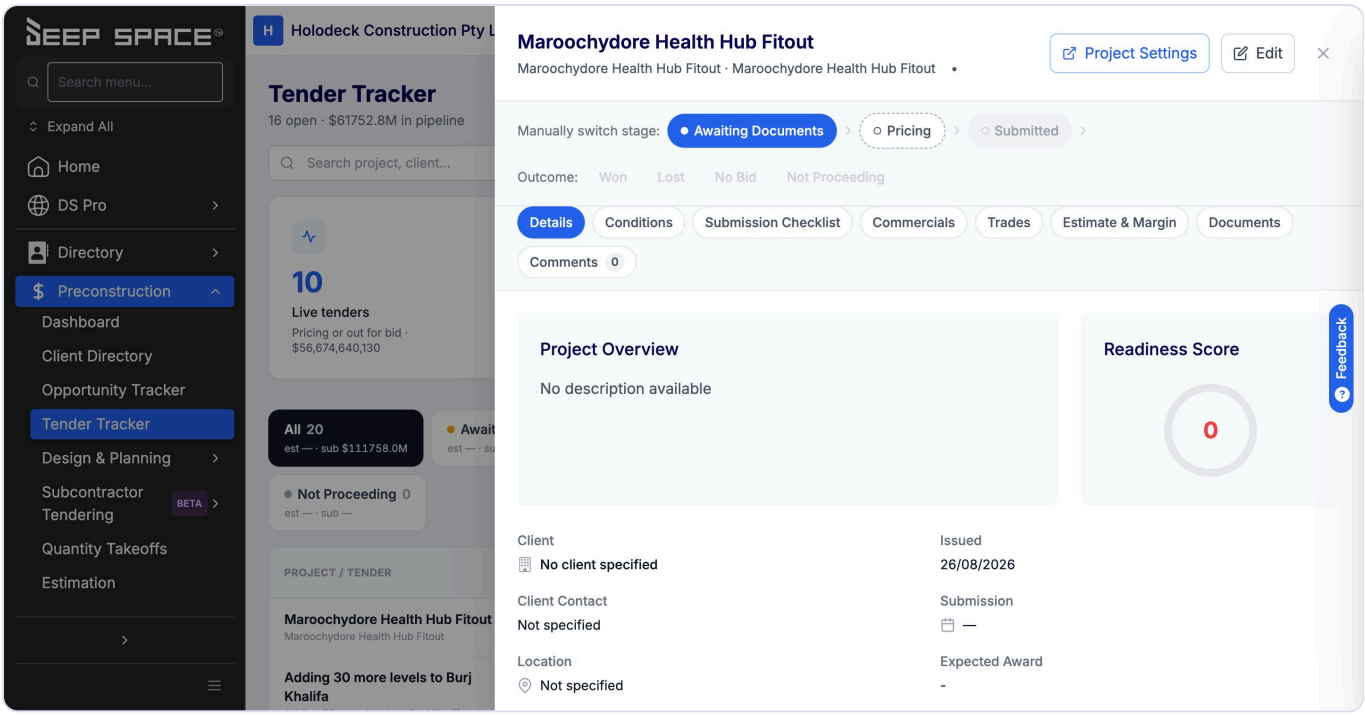


FIG. 12 The tender drawer, on **Details**. The Readiness Score fills as the checklist items below are completed.

TAB	WHAT IT DOES
Details	Project overview, client, dates, readiness score, and **Project Settings** shortcut.
Conditions	Site-visit details and tender conditions, kept as editable registers.
Submission Checklist	The bid team and the meeting cadence — see below.
Commercials	A quick $/m² calculator on manual figures — see below.
Trades	The trades this tender will need — seeds Subcontractor Tendering.
Estimate & Margin	Live margin from the linked BOQ in Estimation.
Documents	Tender documents uploaded against the record.
Comments	Team discussion on the tender.

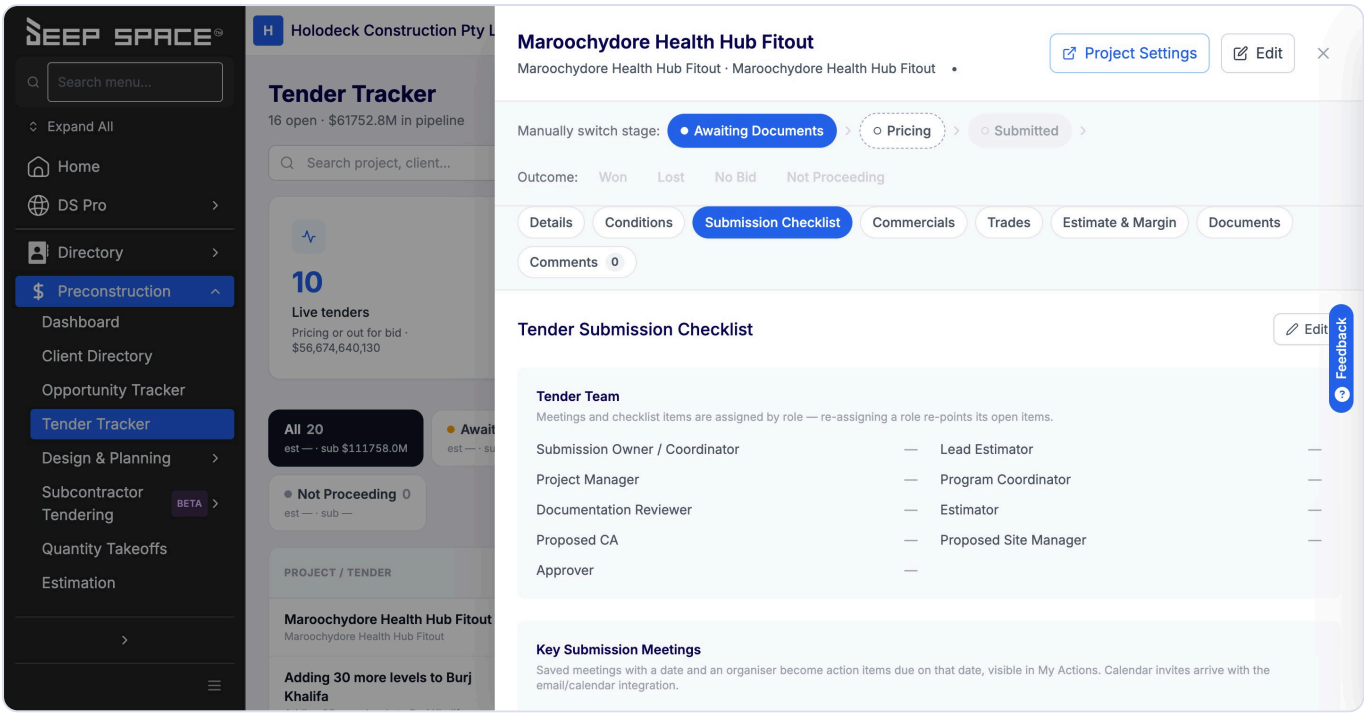


FIG. 13 Submission Checklist: assign the tender team by role, then schedule the five core meetings (kick-off, program & methodology, mid-tender, documentation, final review). Saved meetings with a date and organiser become action items and send calendar invites.

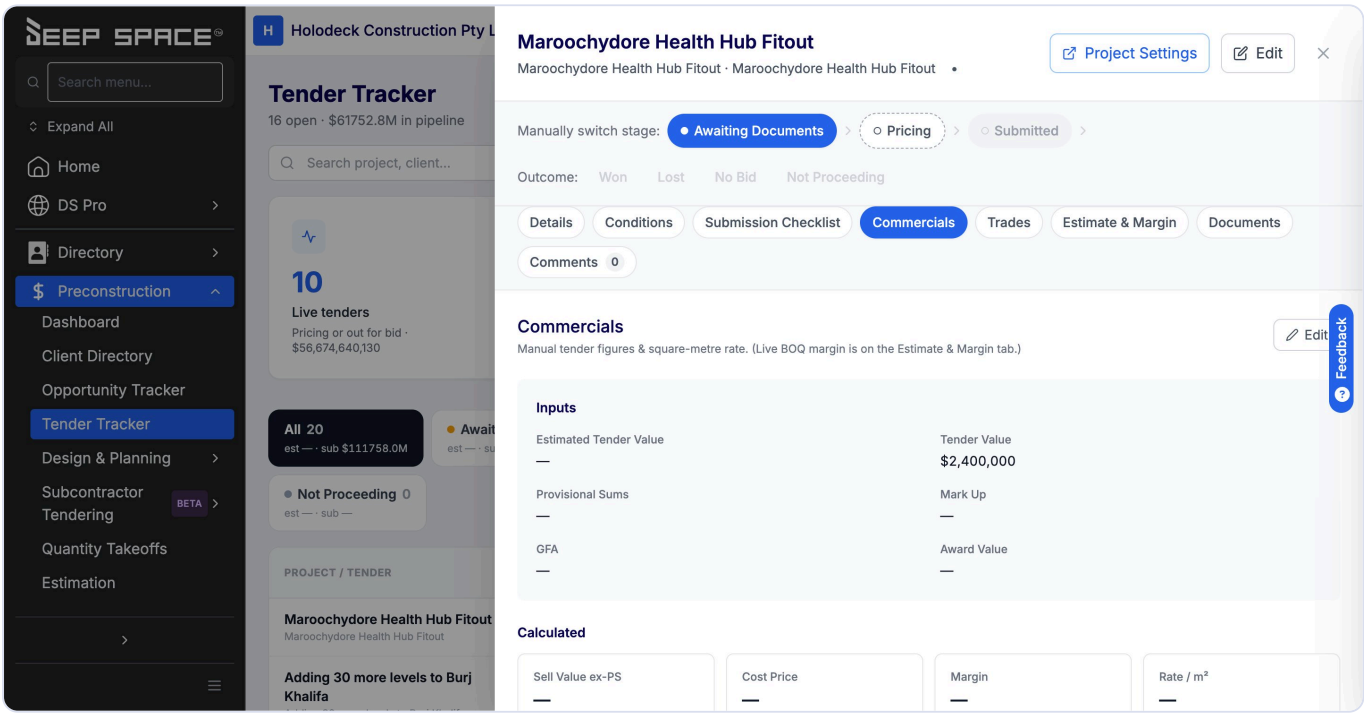


FIG. 14 Commercials: enter tender value, provisional sums, mark-up and GFA — sell ex-PS, cost price, margin and $/m² recalculate live. For the estimate-driven margin, use the **Estimate & Margin** tab instead.

TIP

The drawer links directly into the other threads: **Open in Subcontractor Tendering** shows this tender's packages, and **Open in Estimation** (or **Create estimate**) jumps to its BOQ. Links open in the same tab so your session carries over.

SECTION 7

Subcontractor Tendering

The **Subcontractor Tendering** group (Beta) is where you buy the job: build trade packages, issue them to subcontractors, collect bids, compare them line by line, and award. Two workspace libraries feed every package, so start there.

7.1 Scope of Works library

`Subcontractor Tendering → Scope of Works` holds your workspace's reusable scope templates, one or more per trade, versioned. When a package needs a scope, you import a template and edit the project copy — the library master stays untouched.

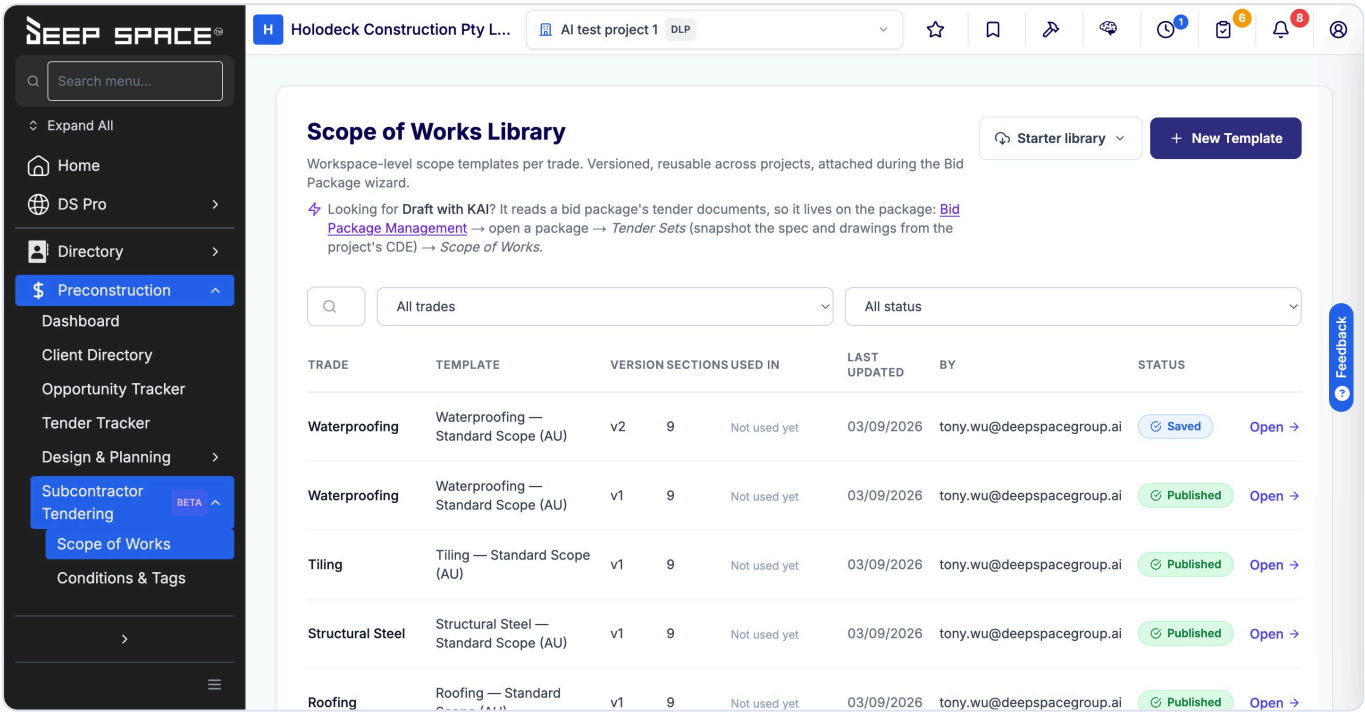


FIG. 15 The library. **Starter library** seeds standard templates per trade; **New Template** opens the section-by-section editor. Only *Published* templates can be attached to packages.

7.2 Conditions & Tags library

`Subcontractor Tendering → Conditions & Tags` is the same idea for your standard commercial conditions — GST treatment, validity period, working-day rates, overhead percentages. Tag sets attach to packages, and subcontractors respond to each tag on the portal: *comply* or *deviate*.

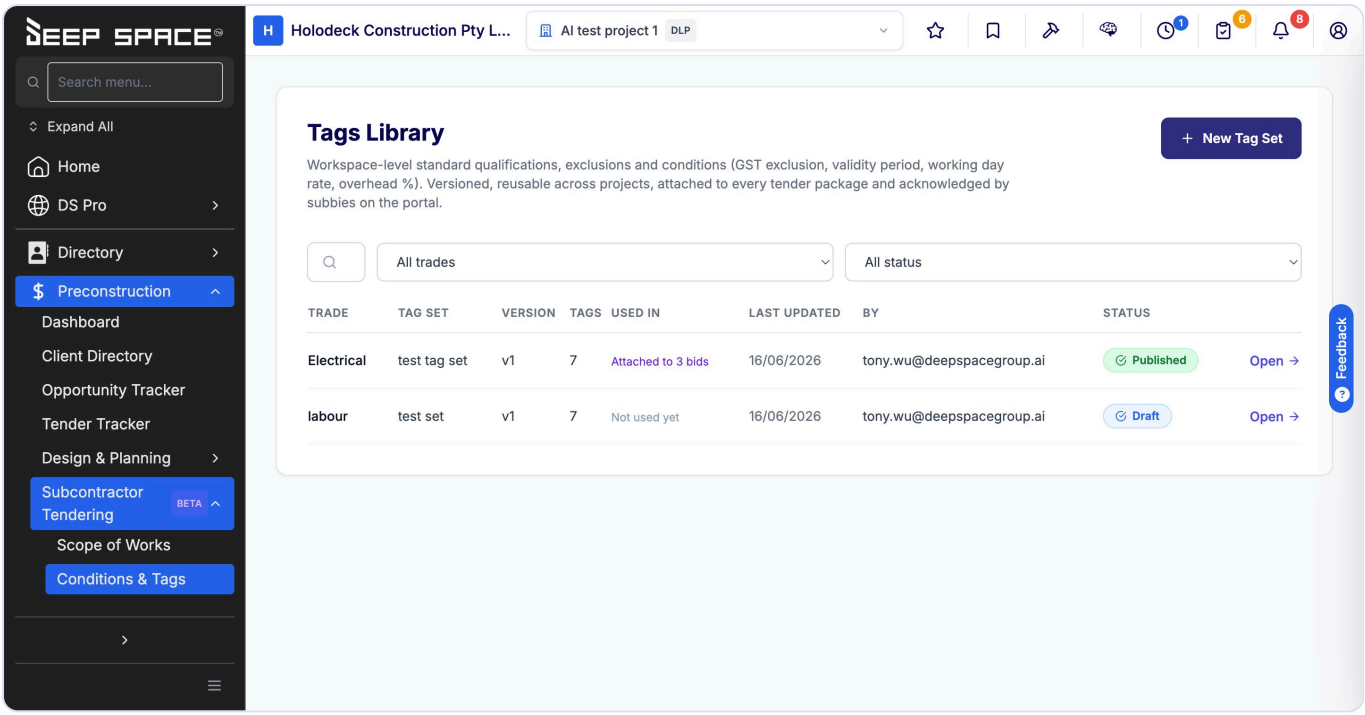


FIG. 16 Tag sets are versioned like scope templates, and the *Used in* column shows which live bids carry them.

7.3 Tender Packages register

`Subcontractor Tendering → Bid Package Management` lists every package across the workspace, with tiles for total packages, open packages awaiting submissions, overdue packages, and total subcontractors invited.

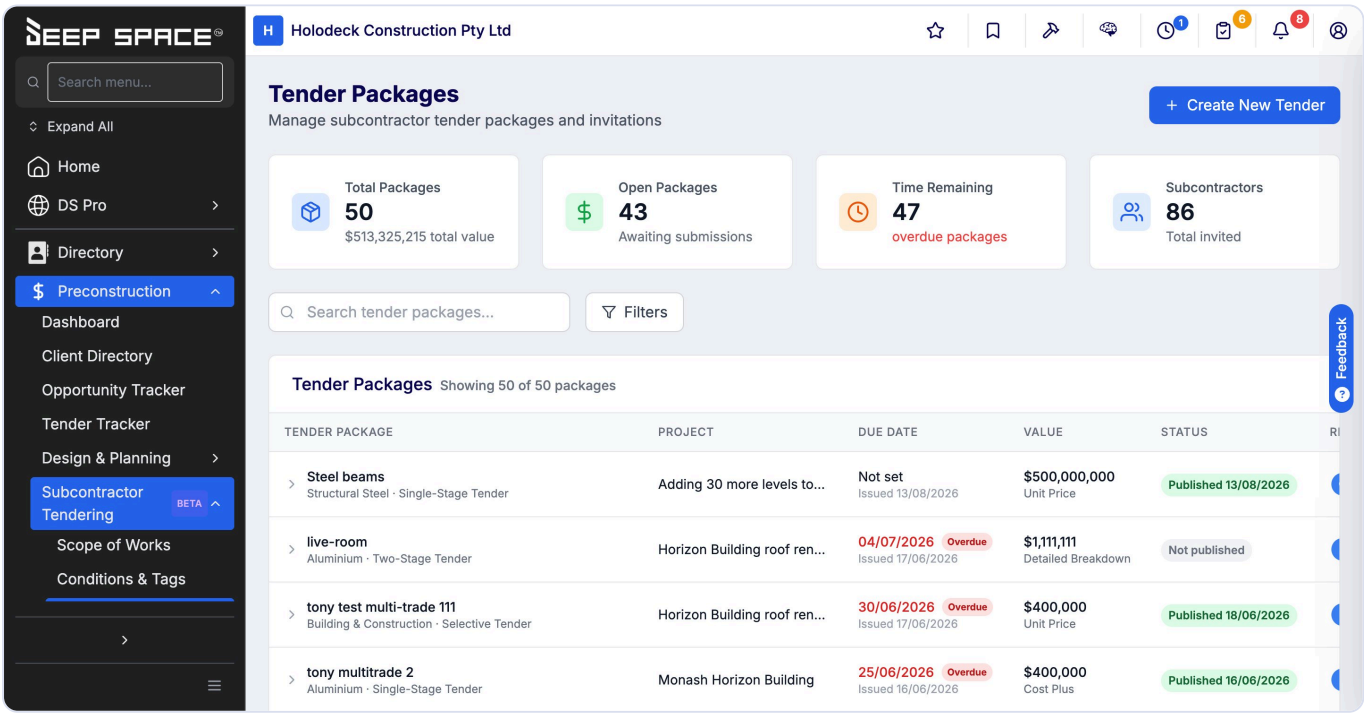


FIG. 17 The register. **Filters** narrows by project, trade, tender type, bid form and status.

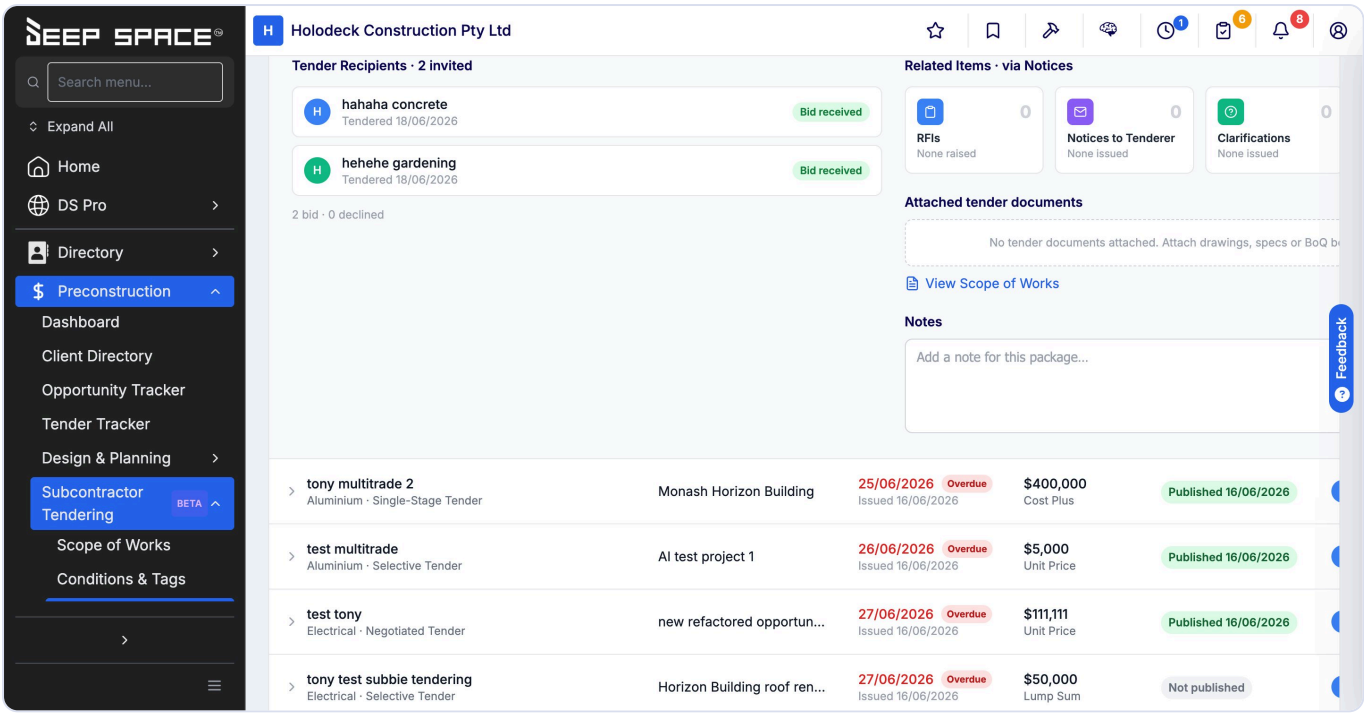


FIG. 18 Click a row to expand it in place: recipients and their invite state, related RFIs / notices / clarifications, attached documents and package notes — without leaving the register.

7.4 Creating a package

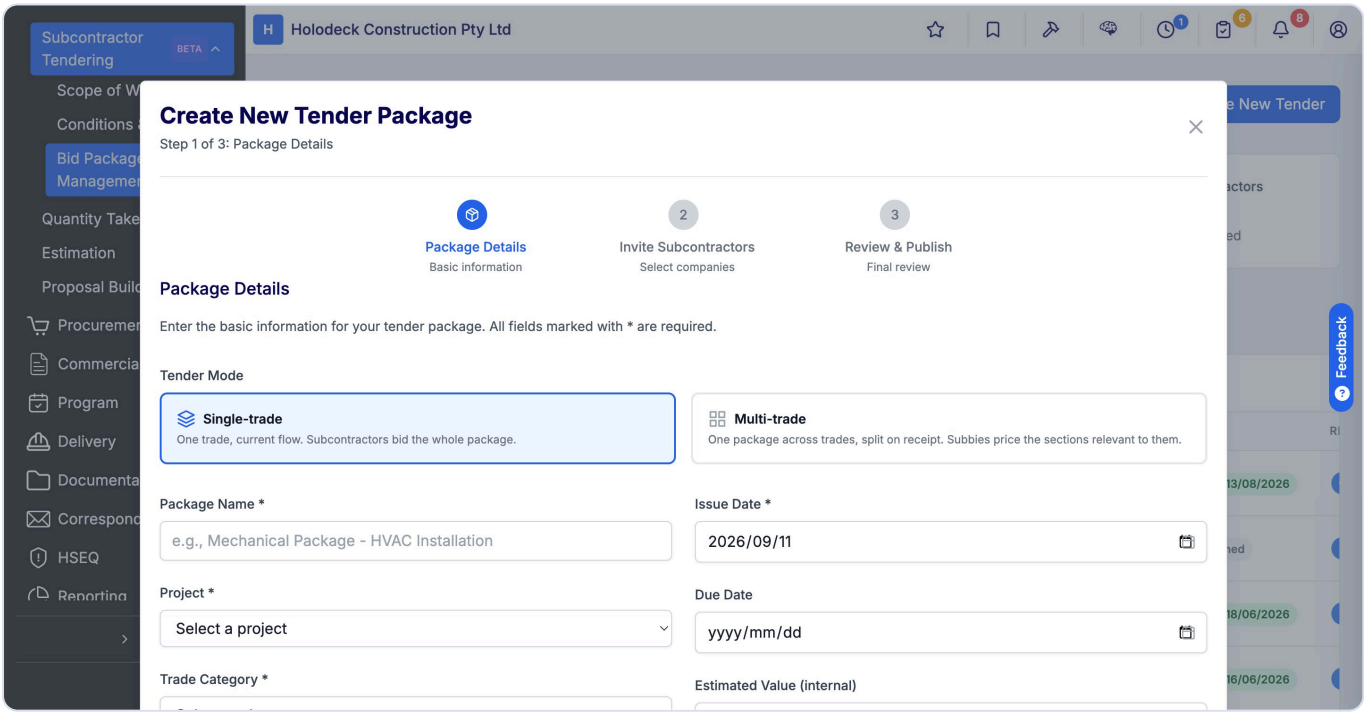


FIG. 19 The three-step wizard: *Package Details* → *Invite Subcontractors* → *Review & Publish*.

1 **Package Details** — pick the tender mode first. *Single-trade*: subcontractors bid the whole package. *Multi-trade*: one package spans several trade sections and each subbie prices only the sections relevant to them; sections are awarded separately. Then name the package, choose the project, trade category, dates and tender type.

2 **Invite Subcontractors** — pick companies from your Directory, or invite by email address for companies not yet in it.

3 **Review & Publish** — check everything, choose the sending mailbox (the Deep Space notifications address, or your own connected email), and publish. Invitations go out immediately.

> TIP
>
> You can also save without publishing — the package stays *Draft* and is fully editable. Once published, editing is limited to fields that don't change what tenderers have already received (the **Edit Tender (Limited)** action).

7.5 The package workspace

Open a package (row action **View Details**) for the full workspace. The header keeps the vital signs — value, due date, responses — and the **Status snapshot** shows where every invited subcontractor sits: *Invited · Accepted · Declined · Submitted · Awaiting*.

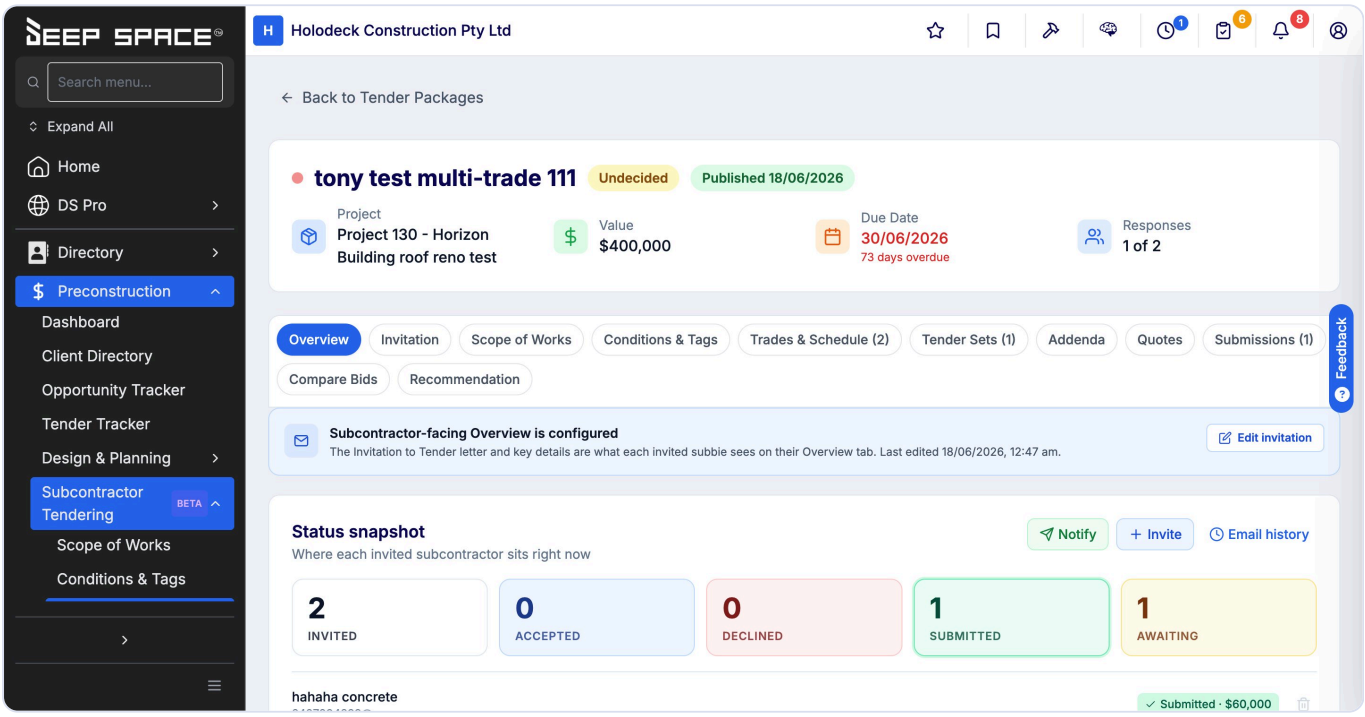


FIG. 20 The package workspace. **Notify** messages all recipients, **Invite** adds more, **Email history** shows every invitation and reminder sent, and **Send reminder** nudges anyone still awaiting.

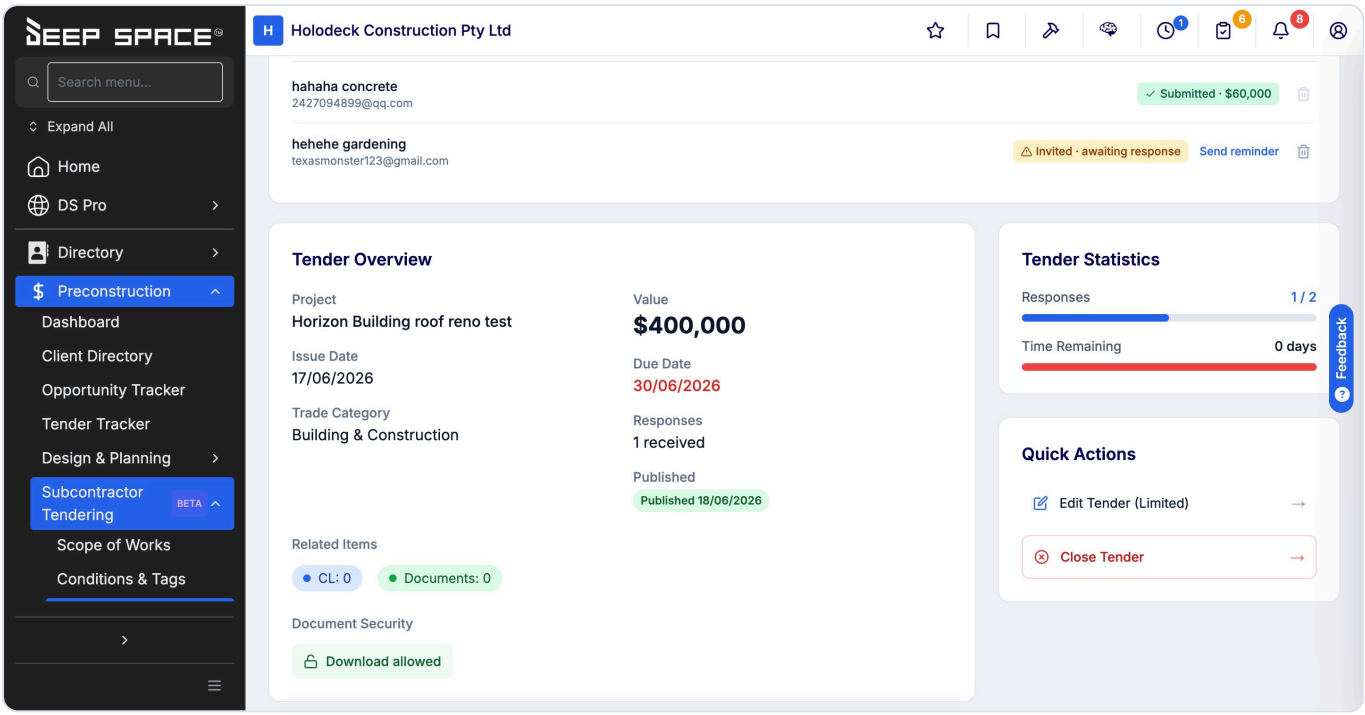


FIG. 21 Overview tab: recipients with their bid state, tender statistics, and quick actions including **Close Tender**.

TAB	WHAT IT DOES
Overview	Recipients, statistics, document security setting, quick actions.
Invitation	Write and preview the Invitation to Tender letter — this is the first thing a subcontractor sees on their portal.
Scope of Works	Import a library template, edit the project copy inline, or let **Draft with KAI** write a scope from the package's tender documents.
Conditions & Tags	Attach tag sets from the library; subcontractor deviations flow back here and into bid levelling.
Trades & Schedule	Multi-trade only: define the trade sections and a provisional schedule while the package is draft.
Tender Sets	Freeze the issued document set at a revision — see FIG. 22.
Addenda	Issue changes after publishing — each addendum creates a new tender-set revision and tracks per-recipient acknowledgement.
Quotes / Submissions	Bids received. **Record Bid on Behalf** lets you key in a bid that arrived by email or phone, with uploads and SOV lines.
Compare Bids	Line-by-line levelling — see 7.6.
Recommendation	Recommend a bidder and route it for internal approval — see 7.6.

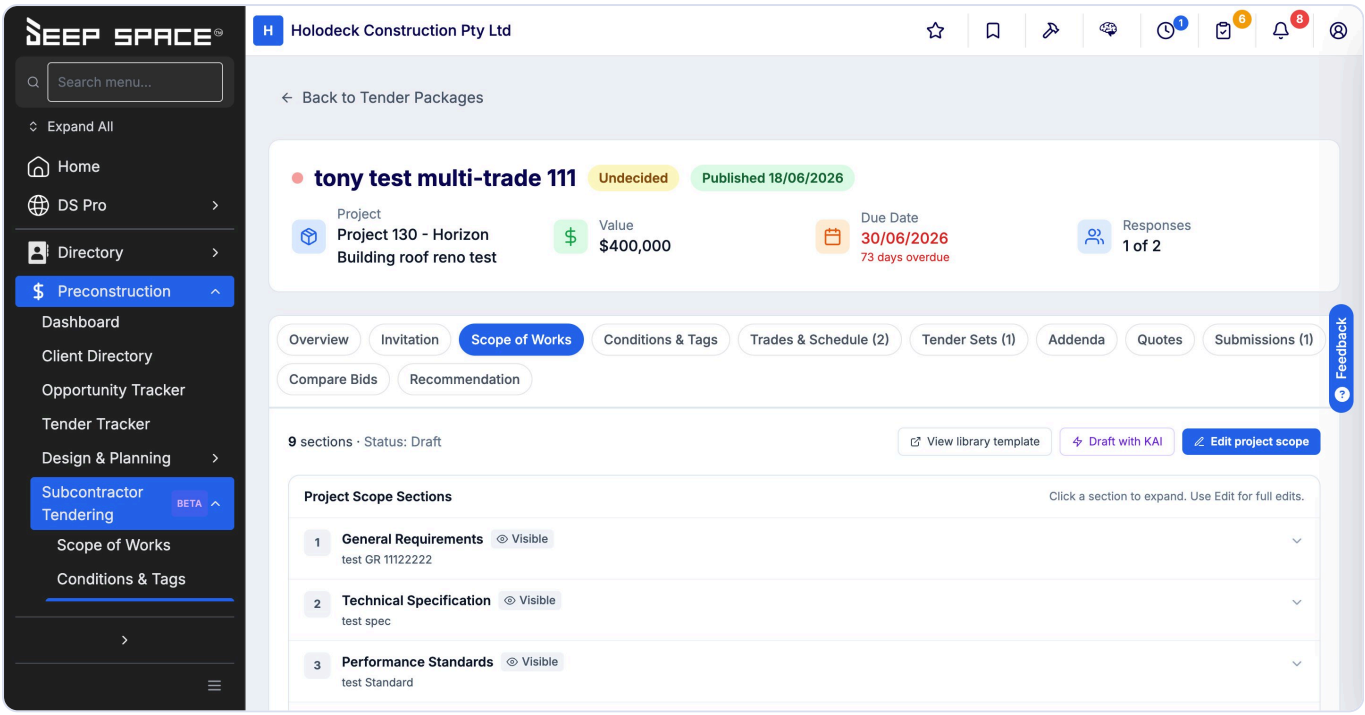


FIG. 22 Scope of Works tab. Sections marked *Visible* appear on the subcontractor portal; the library master stays linked but separate.

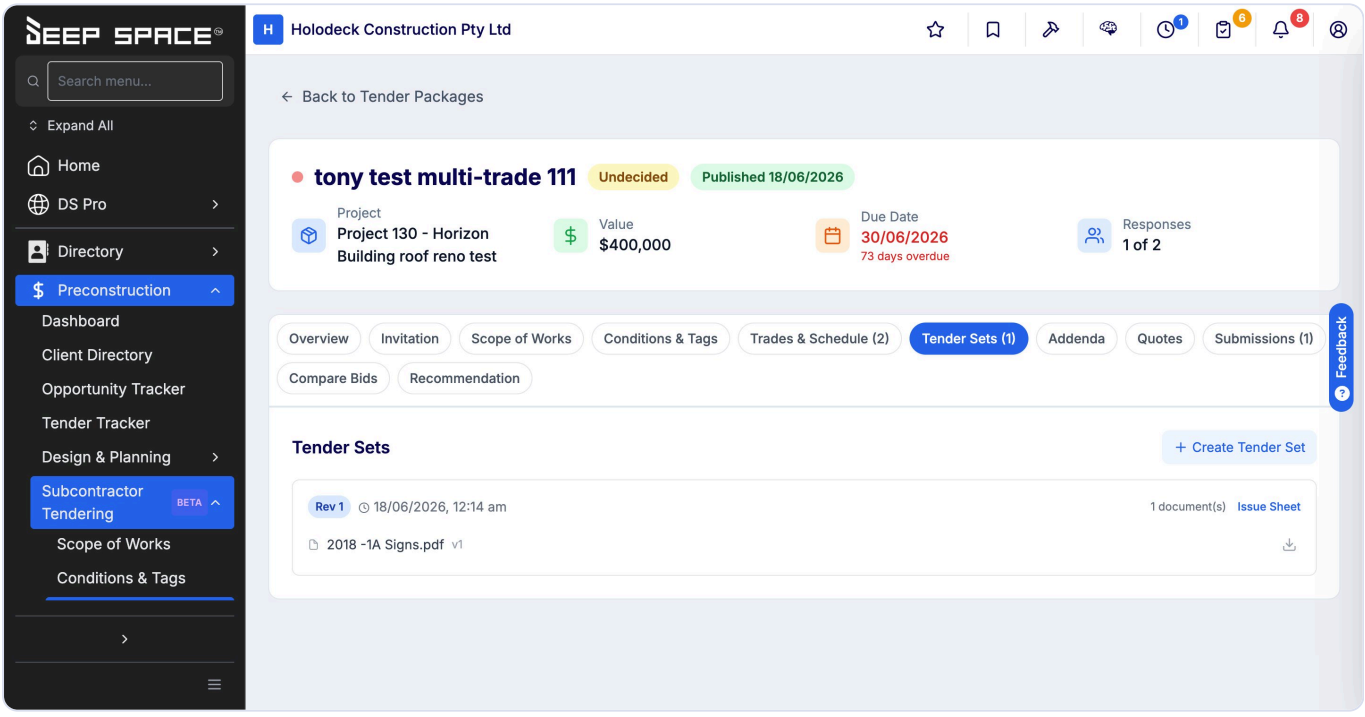


FIG. 23 Tender Sets: the frozen record of exactly which documents were issued, at which revision, when. **Issue Sheet** renders a printable transmittal — the same sheet subcontractors see on the portal.

WHY TENDER SETS MATTER

Disputes about "which drawing were you pricing?" are settled by the tender set, not by memory. Issue documents only through tender sets and addenda, and the audit trail writes itself.

7.6 Comparing bids & awarding

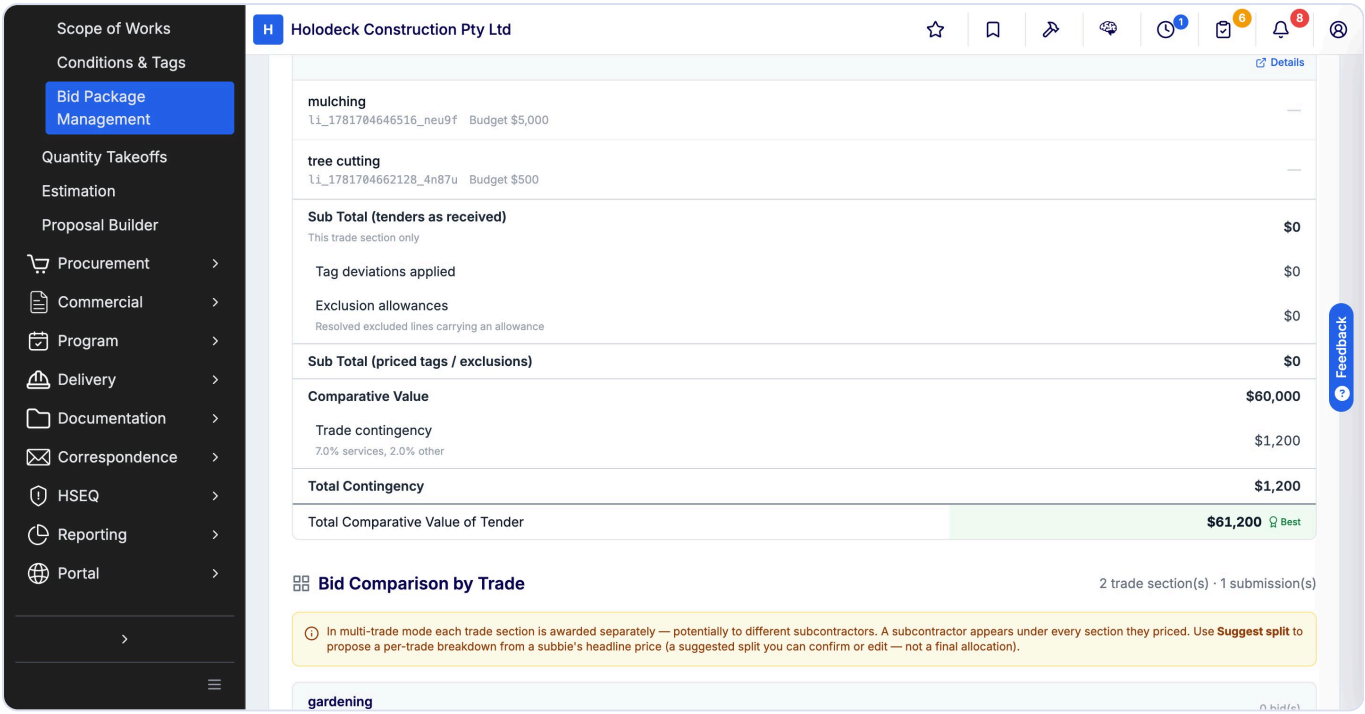


FIG. 24 Compare Bids. Each bid's raw price is adjusted for priced tag deviations and exclusion allowances, then contingency, to reach a like-for-like *Total Comparative Value* — the lowest is badged *Best*.

- **Line-by-line matrix** — pick a trade section and compare every bidder's price against each BOQ line, with your budget alongside. **Show PQS estimate** overlays your own estimate as a column.
- **Levelling, not just listing** — tag deviations that carry a price and excluded lines that need an allowance are applied to each bid, so you compare comparative values, not raw numbers.
- **Multi-trade** — each trade section is compared and awarded separately, potentially to different subcontractors. **Suggest split** proposes a per-trade breakdown from a headline price, which you confirm or edit.
- **Shortlisting** — set each bid's status (*Submitted* → *Shortlisted* → *Preferred* → *Awarded / Unsuccessful*) and score bids against your criteria.

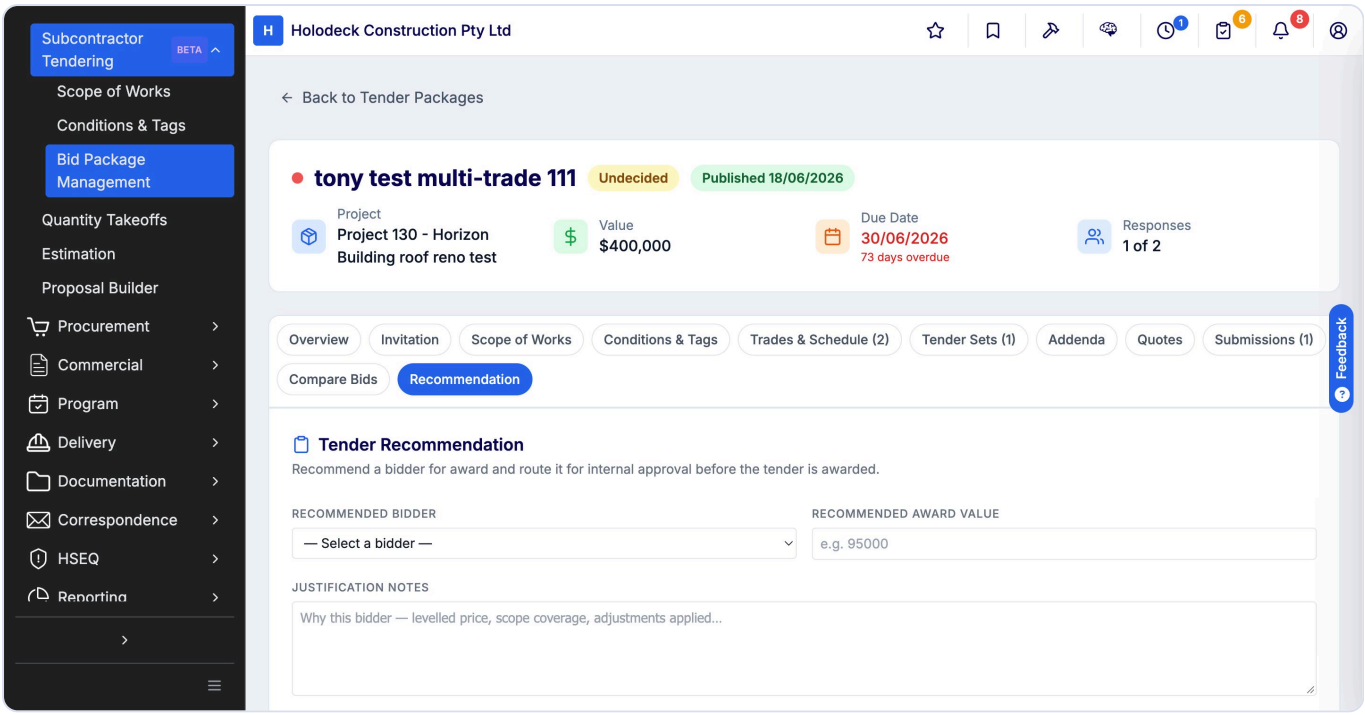


FIG. 25 Recommendation: pick the bidder, the award value, and the justification, then submit. The recommendation lands in the approver's **My Approvals** and the package's Award action stays locked until it's approved.

After approval, **Award & Convert** turns the winning bid into a **Subcontract** or **Purchase Order** — previewing the schedule-of-values lines, trade allocations, and a frozen Contract Documents schedule before you commit. The commitment then lives in the Commercial module.

7.7 What subcontractors see

Each invited subcontractor gets a personal, secure portal link by email — no Deep Space login needed. The portal mirrors the package you built, tab for tab:

PORTAL TAB	WHAT THE SUBCONTRACTOR DOES THERE
Overview	Reads your Invitation to Tender letter and the printable Tender Issue Sheet.
Scope	Reads the issued scope of works, section by section.
Conditions & Tags	Responds *Comply* or *Deviate* to each condition, with a required acknowledgement. Deviations are summarised at submission and feed your bid levelling.
Documents	Downloads the frozen tender set, grouped by folder or document class (if downloads are allowed on the package).
Addenda	Reads and acknowledges each addendum. **A bid cannot be submitted until every addendum is acknowledged.**
Submit	Accepts or declines the invitation, uploads their bid documents, prices the package — one headline price, or per-trade-section pricing on a multi-trade package — and submits. They see a confirmation with the submitted price and timestamp.

TIP

The email invitation carries one-click *Will tender / Will not tender* responses, so you get early intent signals in the Status snapshot without the subcontractor even opening the portal.

SECTION 8

Quantity Takeoffs

`Preconstruction → Quantity Takeoffs` is the measurement workbench, scoped to the project in the top-bar selector. Each *takeoff package* collects measured items for one part of the works, and can feed its quantities straight into the estimate.

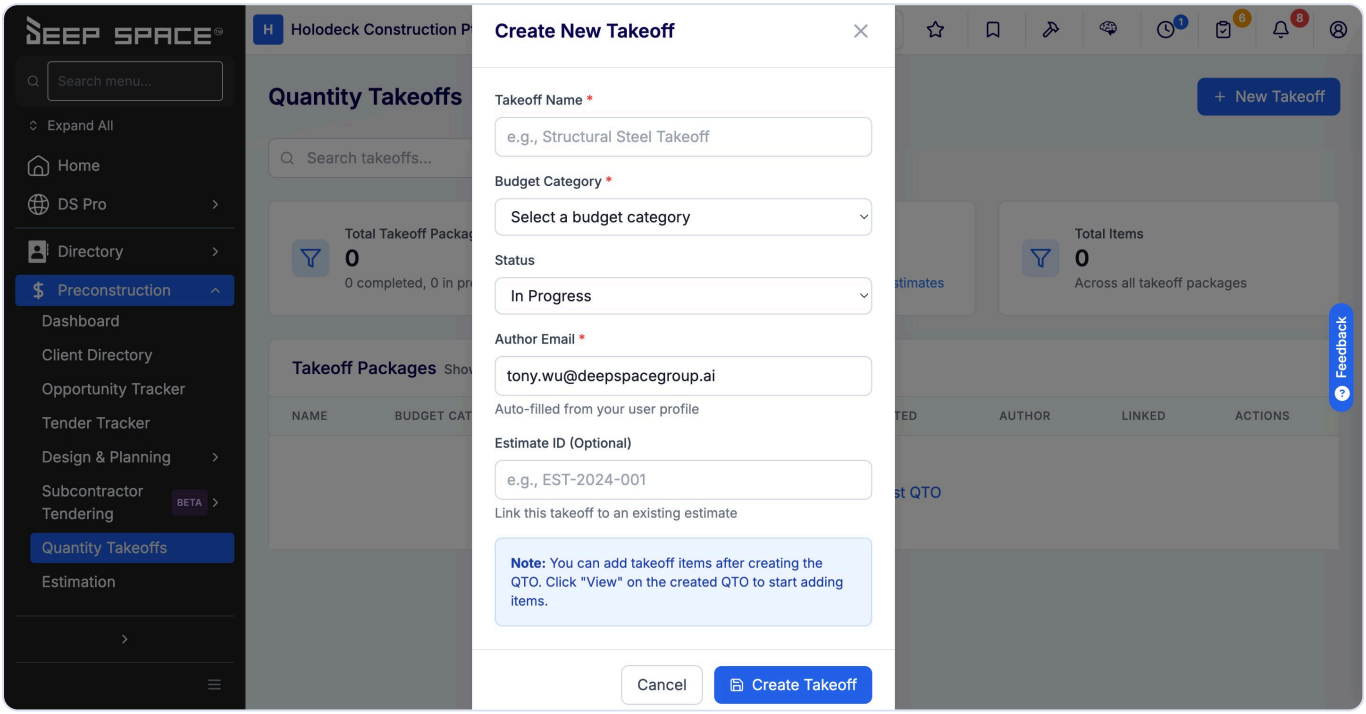


FIG. 26 **+ New Takeoff**: name it, file it under a budget category, and optionally link it to an estimate straight away.

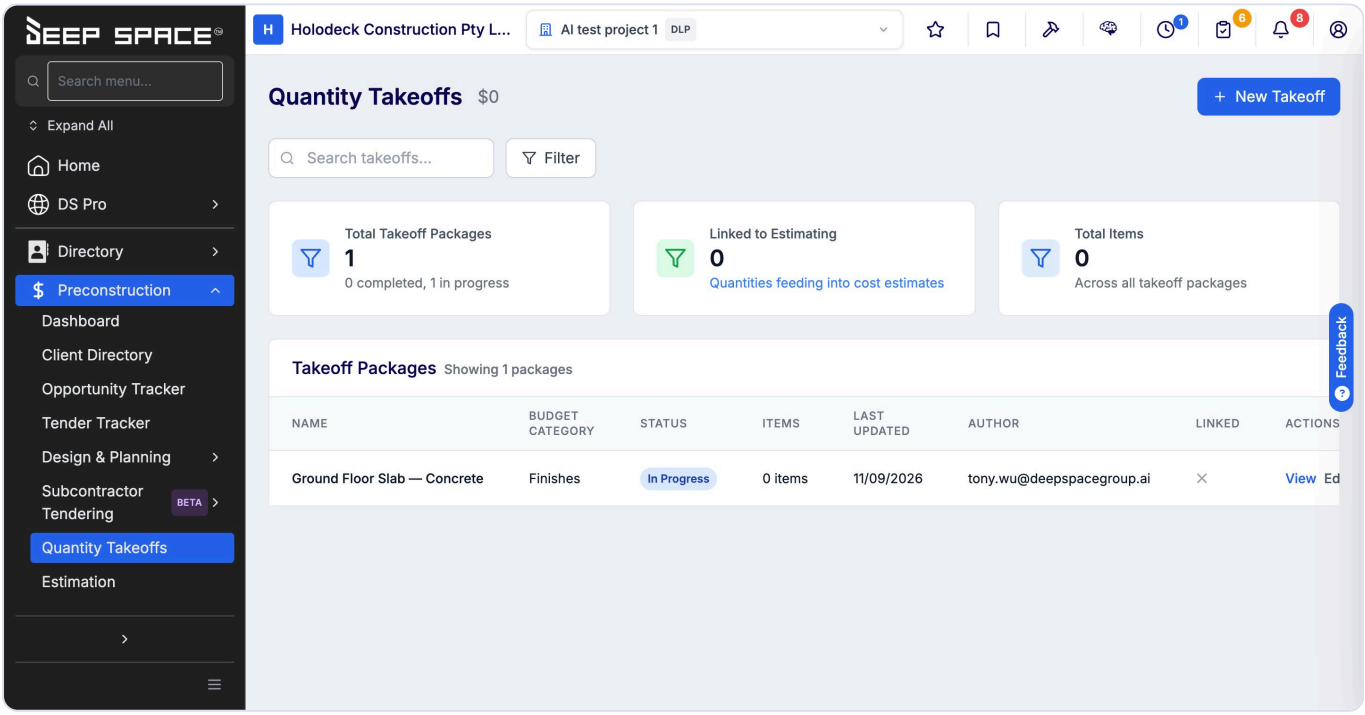


FIG. 27 The register. *Linked to Estimating* counts the packages whose quantities are feeding cost estimates.

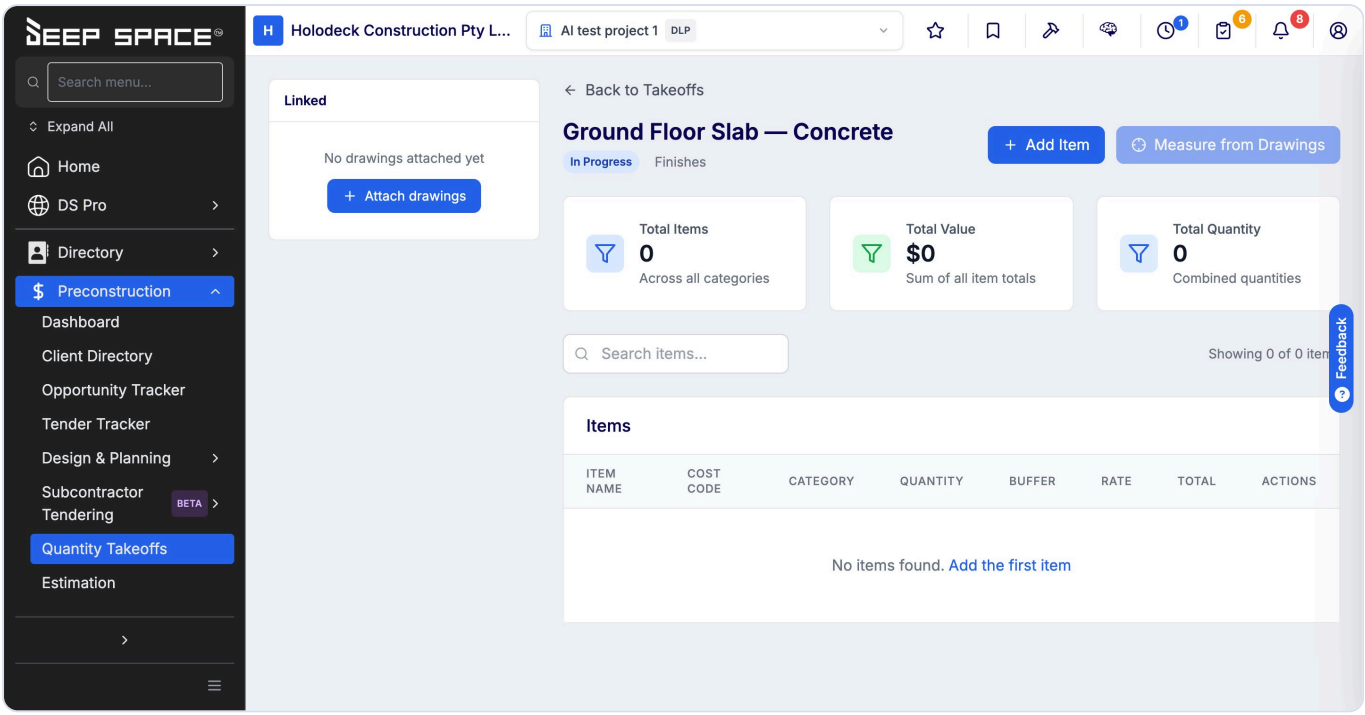


FIG. 28 Inside a takeoff. Attach drawings, add items, then **Measure from Drawings** to draw measures directly on the drawing and link them to items — quantities land in the table with an optional buffer.

1. **Attach drawings** — pull drawings in from the project's document store or upload them.
2. **Add Item** — create the measured items (name, cost code, category, unit, rate).
3. **Measure from Drawings** — place length, area or count measures on the drawing and link each measure to an item. Unallocated measures wait in their own bucket until you assign them.
4. Link the takeoff to an estimate — quantities sync into the BOQ (section 9), and stay traceable back to the drawing they were measured from.

SECTION 9

Estimation

`Preconstruction → Estimation` is the project's pricing workspace: a versioned Bill of Quantities with live cost, sell, margin and health tracking. The health strip across the top follows you on every tab.

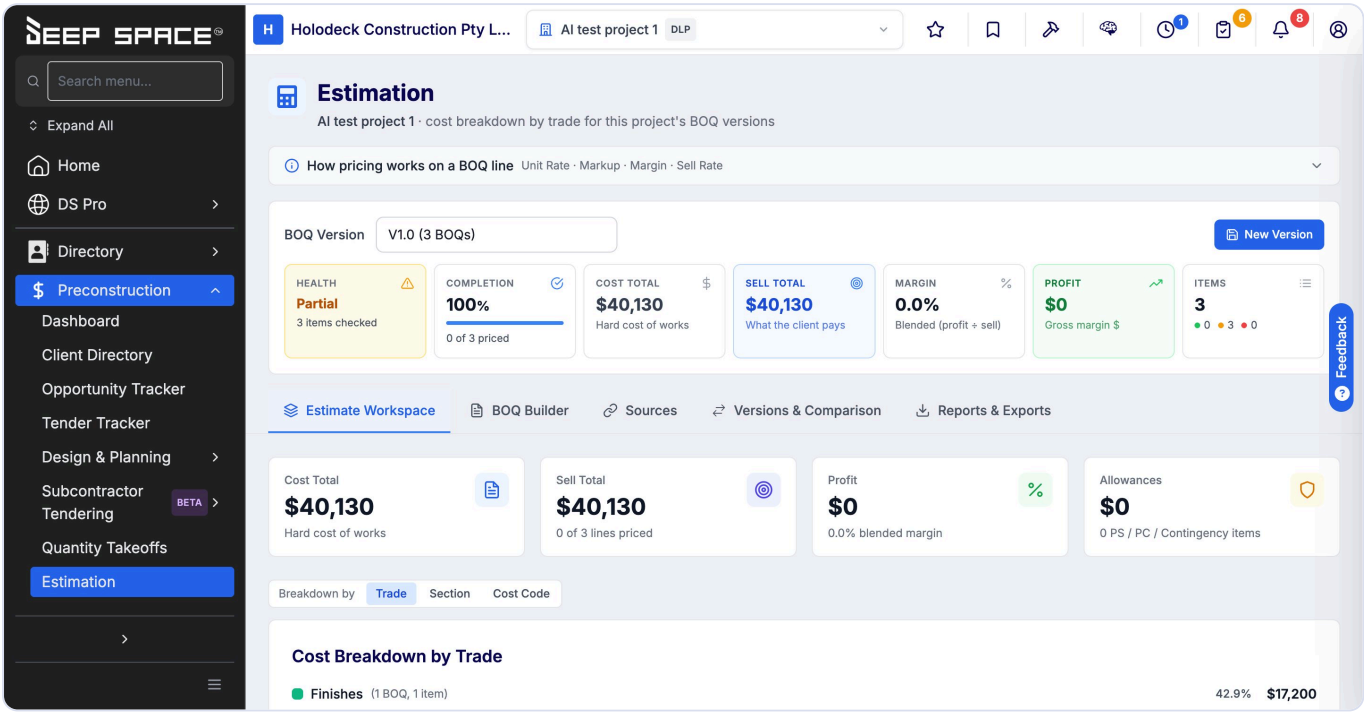


FIG. 29 The Estimate Workspace tab: summary cards and a cost breakdown you can pivot by *Trade*, *Section* or *Cost Code*.

TAB	WHAT IT DOES
Estimate Workspace	The summary view — cost, sell, profit, allowances, and the breakdown chart.
BOQ Builder	The line-item table where the pricing happens — see FIG. 30.
Sources	Link quantity takeoffs and price lists; sync quantities; every line keeps a lineage badge showing where its numbers came from.
Versions & Comparison	Create new BOQ versions and compare any two side by side.
Reports & Exports	Formatted outputs (rolling out).

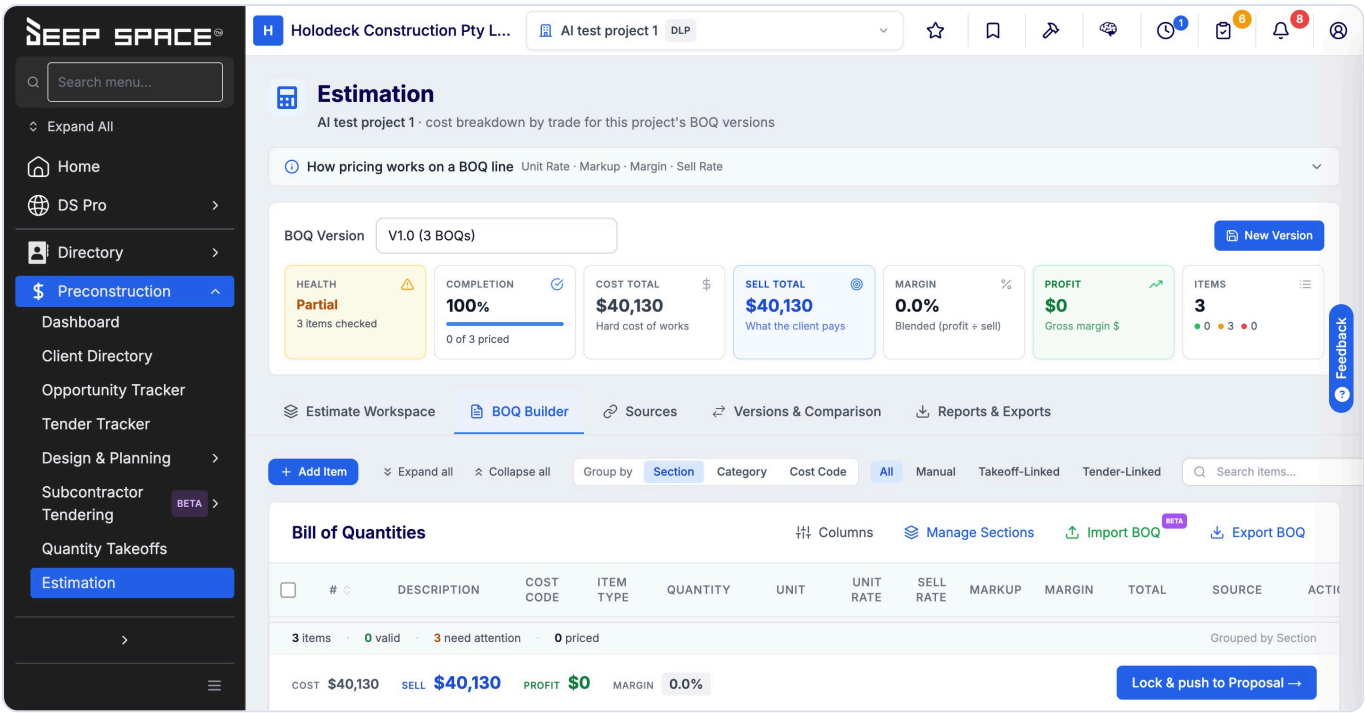


FIG. 30 BOQ Builder. Group lines by section, category or cost code; filter to manual, takeoff-linked or tender-linked lines; import or export the whole BOQ.

How a line is priced. Each BOQ line carries a quantity, a unit rate (its cost), and either a mark-up or a target margin — the sell rate follows. The footer keeps the running cost, sell, profit and blended margin for the whole version, and the health strip flags unpriced or invalid lines until the estimate is complete.

- **Quantities in** — takeoff-linked lines pull their quantities from Quantity Takeoffs and re-sync on demand.
- **Market rates in** — tender-linked lines carry pricing from subcontractor bids, so the estimate hardens as packages come back.
- **Versions** — **New Version** snapshots the BOQ so you can re-price without losing history, then compare versions before choosing what goes out.
- **Out to the client** — **Lock & push to Proposal** sends the priced lines into Proposal Builder as Quoted Items (section 10). On a won job, the estimate can also push to the project's Budget Register for delivery.

SECTION 10

Proposal Builder

`Preconstruction → Proposal Builder` turns the estimate into the document the client signs. The register tracks each proposal through *Draft* → *Sent* → *Viewed* → *Accepted / Rejected / Expired*.

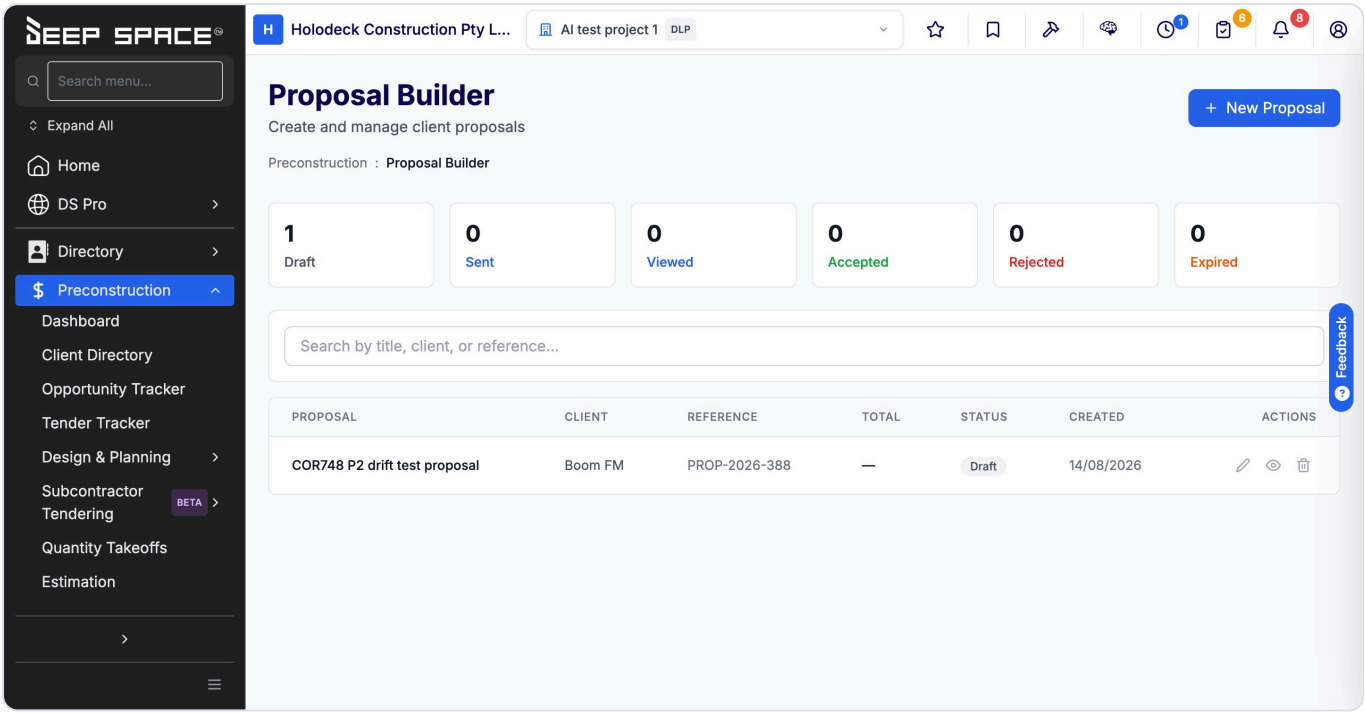


FIG. 31 The register. Every proposal gets an automatic reference number.

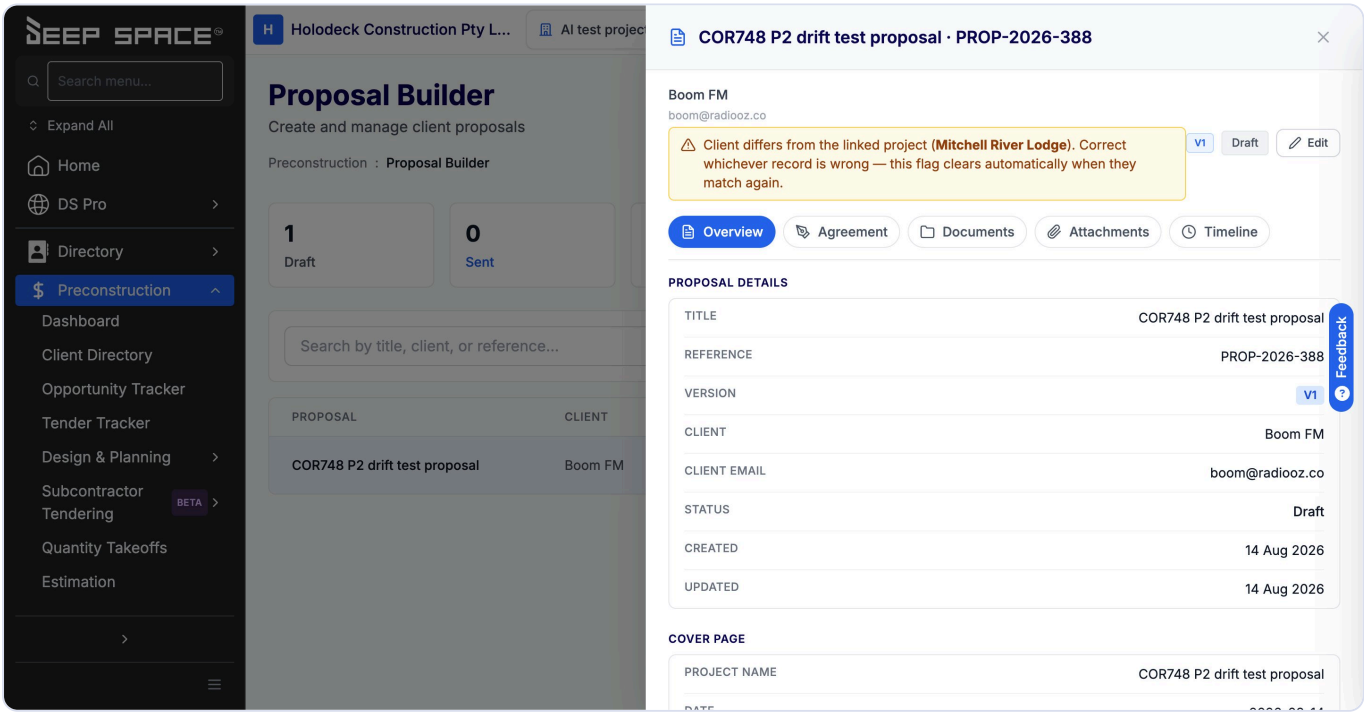


FIG. 32 Click a row for the summary sidebar — Overview, Agreement, Documents, Attachments, and a Timeline of every view and status change. Deep Space also flags data drift, like a client that no longer matches the linked project.

The editor

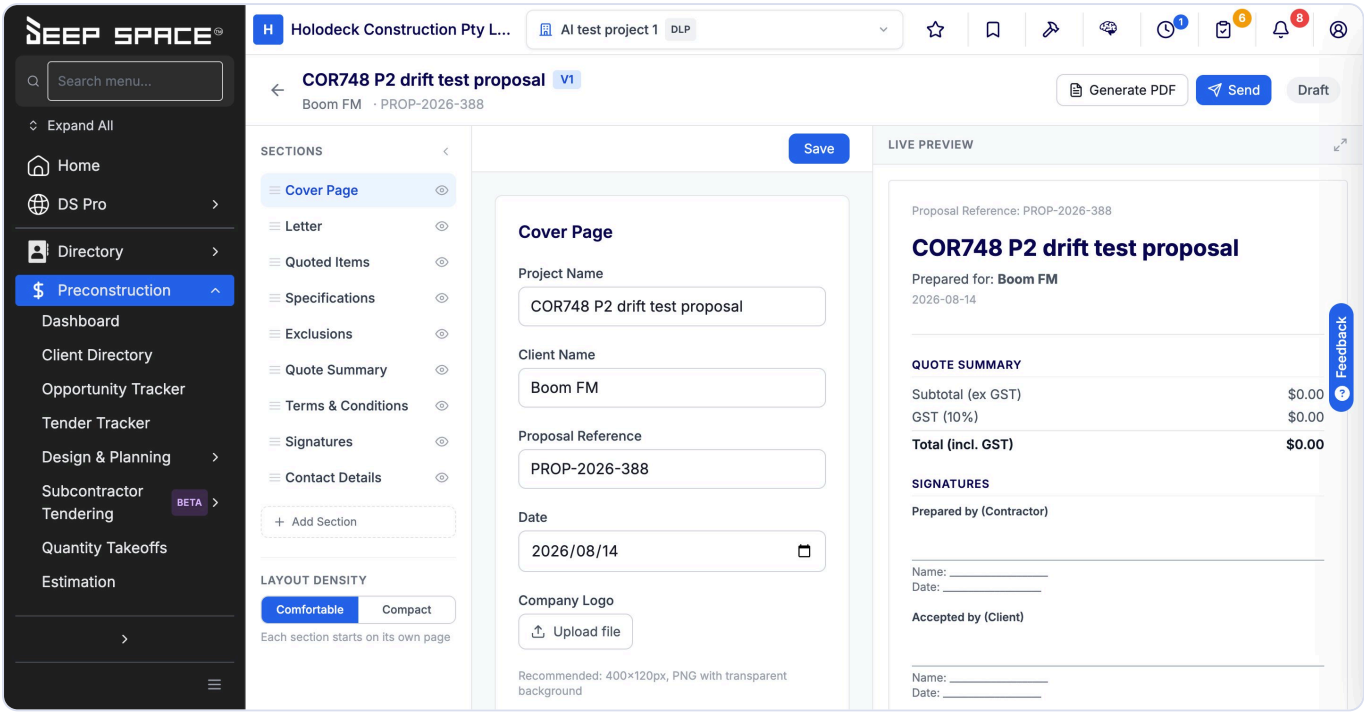


FIG. 33 Three panes: sections on the left, the active section's editor in the centre, a live preview on the right.

- **Sections** — Cover Page, Letter, Quoted Items, Specifications, Exclusions, Quote Summary, Terms & Conditions, Signatures and Contact Details, plus your own custom sections. Reorder them, hide any with the eye toggle, and choose *Comfortable* (each section on its own page) or *Compact* layout.
- **Quoted Items** — pulled from the estimate's locked BOQ push, with a source banner and a re-sync prompt if the estimate moves on; adjust the margin per group before it goes out.
- **Versions** — **Revise** cuts a new version (V1, V2…) with its own label; **Clone** starts a sibling proposal.
- **Output** — **Generate PDF** for a file, **Save to CDE** to file it in the project's document store, or **Send** to email it.

The client's side

Send emails the client a secure link. They read the proposal in the browser, download the PDF, and **Accept or Reject with a signature** — no login required. Every view and the final decision land on the proposal's Timeline tab, and the register status updates itself.

SECTION 11

The full journey, end to end

Here is the whole module as one worked sequence — the same order as this guide:

1. **Log the lead.** Add the opportunity in the Opportunity Tracker (use KAI Auto-Fill from the invitation email), with the client picked from the Client Directory.
2. **Qualify and commit.** Move it through your qualifying stages on the pipeline board. When you commit, **Convert to Tender**.
3. **Stand the bid up.** In the Tender Tracker, assign the tender team and meetings on the Submission Checklist, log conditions, and rough the numbers on Commercials.
4. **Measure.** Build quantity takeoffs from the tender drawings and link them to the estimate.
5. **Buy the trades.** Create tender packages per trade (scope from the library, conditions from the tags library, documents frozen in a tender set), invite subcontractors, publish. Handle questions with addenda so acknowledgement is tracked.
6. **Level and pick.** As bids land, use Compare Bids to level them, shortlist, and submit a Recommendation for internal approval.
7. **Price and submit.** Firm the BOQ in Estimation with takeoff quantities and market rates, cut a version, and either push to the Proposal Builder for a signed client proposal or lodge your tender submission — then mark the tender *Submitted*.
8. **Record the outcome.** Won or lost, set it on the Tender Tracker — the win-rate and dashboard metrics stay honest.
9. **Hand over.** On a win: **Award & Convert** packages into Subcontracts / Purchase Orders, and push the estimate to the Budget Register. Delivery starts with the commercial baseline already in place.

APPENDIX A

Page quick reference

PAGE	SCOPE	USE IT TO
Dashboard	Workspace	Read the whole module at a glance and jump into any register with filters applied.
Client Directory	Workspace	Maintain the clients that opportunities, tenders and proposals reference.
Opportunity Tracker	Workspace	Track leads by stage; weighted pipeline; convert to tender.
Tender Tracker	Workspace	Run head-contract bids: stages, team checklist, commercials, outcomes.
Scope of Works	Workspace	Keep versioned scope templates per trade for reuse in packages.
Conditions & Tags	Workspace	Keep standard conditions subcontractors must comply with or deviate from.
Tender Packages	Workspace	Issue trade packages, collect bids, compare, recommend, award to SC/PO.
Quantity Takeoffs	Project	Measure quantities from drawings and feed them to the estimate.
Estimation	Project	Build and version the priced BOQ; track cost, sell and margin.
Proposal Builder	Project	Assemble, send and get sign-off on the client proposal.

APPENDIX B

Glossary

TERM	MEANING
Opportunity	A lead you may bid — tracked by stage with a value and win probability.
Weighted pipeline	Sum of opportunity values × their stage probabilities: the likely-win view of the pipeline.
Tender (head contract)	Your bid to a client, tracked in the Tender Tracker.
Tender package	A parcel of trade work you issue to subcontractors for pricing.
Single- / multi-trade	Package modes: one trade bid whole, or several trade sections priced and awarded separately.
ITT	Invitation to Tender — the letter on a package's Invitation tab, shown on the subcontractor portal.
Tender set	The frozen, revisioned set of documents issued with a package.
Issue sheet	Printable transmittal recording what was issued, at which revision, when.
Addendum	A tracked change to an issued package; recipients must acknowledge it before bidding.
Tag / deviation	A standard condition on a package; subcontractors either comply or deviate, and priced deviations adjust bid levelling.
Comparative value	A bid's price after deviations, exclusion allowances and contingency — the like-for-like number.
Recommendation	The award proposal (bidder + value + justification) routed for internal approval before awarding.
BOQ	Bill of Quantities — the line-item estimate in Estimation, versioned per project.
QTO	Quantity takeoff — measured quantities from drawings, linkable to BOQ lines.
SC / PO	Subcontract / Purchase Order — the commitment an awarded package converts into.
CDE	Common Data Environment — the project's document store in Deep Space.
KAI	Deep Space's built-in AI assistant — auto-fills opportunities and drafts package scopes.