

Just the right amount of help, with the right mix of skills—when you need us

Helping you develop and submit a high quality, responsive, compelling proposal that effectively communicates the key messages as to why the customer should select you is our job.

Providing you with the expertise you need when you need us is our mission.

Benefits you can expect from our proposal support services include:

- ▶ Improved clarity of proposal's writing and graphics
- ▶ Increased efficiency across proposal team
- ▶ Improved skills by your organic proposal personnel
- ▶ Increased customer satisfaction
- ▶ More effective proposal reviews with actionable outputs
- ▶ Improved schedule adherence
- ▶ Lower proposal costs

Can you afford not to put your company in its best position to win?

Proposal Team Support



Whether your existing proposal support staff is fully engaged on other efforts, key members of your team are unavailable, or you do not currently have a proposal department in your company, we can tailor a cost-effective proposal support solution to help you deliver high quality proposals and win new business.

While we can provide a complete team of experienced proposal professionals, our consultants can never replace the expert knowledge of your company's subject matter experts when it comes to understanding your processes, procedures, and capabilities—all which are needed to craft a winning proposal. The goal of our proposal team support services is to augment your company's proposal team members with specialized personnel who have the proven skills and knowledge to collaboratively work with your subject matter experts and bring out their very best—improving your proposal's Probability of Win (Pwin). Our support services available include:

- **RFP Analysis & Proposal Organization** – Parses the entire RFP and assembles a template-based outline of the entire proposal, by volume, section, and sub-section. Also includes development of cross-reference and compliance matrices, as needed
- **Proposal Coordinator** – A specialist assists your proposal manager, or one of ours, by coordinating the development of the entire proposal between authors, illustrators, and production personnel. The proposal coordinator also organizes all meetings and milestone reviews.
- **Volume Managers** – Reporting to the proposal manager, these experienced specialists oversee the development of specific volumes
- **Proposal Authors & Editors** – With proven expertise in interviewing your subject matter experts and writing proposal text based on the information gleaned, our authors specialize in writing specific sections of the proposal, such as technical, management plans, resumes, cost volume, and past performance information. Editors work with authors to, and dependent upon the time allotted for editing, ensure consistent style, formatting, grammar, and voice are used across the proposal.
- **Proposal Illustrators/Graphic Designers** – Work with proposal team to develop the key graphics, charts, binder artwork, and ensure a consistent look and feel across the entire proposal.
- **Color Team/Milestone Review Support** – In addition to planning and facilitating these key meetings, our senior-level personnel can serve as review team members or conduct single, independent reviews of specific proposal sections or volumes