



## Proposal Writing Training Topics

### Day 1

1. Overview of the Procurement Process
2. Focus on Two Types of Solicitations (LPTA and Best Value Under FAR 15)
3. Solicitation Requirements
  - a. Respond to a sources sought or Request for Information?
  - b. Review of RFP Requirements and Compliance Matrix
4. Evaluation Factors
  - a. Balancing weak areas against strong areas
  - b. Justifying your price
5. Technical Proposal Approaches
6. Incumbents and hiring incumbent employees
  - a. Statutory requirement and avoiding small business size protests
  - b. Application of public order
7. Staffing approaches
  - a. FTEs
  - b. Qualifications
  - c. Resumes and Letters of Intent
  - d. Independent government estimates
8. Case Studies

### Day 2

9. Technical Requirements
  - a. Technical strengths and weaknesses
  - b. Past performance issues
  - c. Dissecting the work assignments
  - d. Primary and vital parts of the contract (avoiding size protest landmines)

- e. Approaches to best value offerings
- 10. Performance Based Requirements
  - a. Avoid SOW common mistakes when writing proposals
- 11. Limitations of Subcontracting Rule considerations
- 12. Teaming agreements and joint venture approaches
- 13. Transitioning as incumbent or new bidder
- 14. Buy American Act (Do recent developments impact you?)
- 15. Impact of submitting proposals late
- 16. Final questions.

***Note: Depending on the amount of questions asked some items may not be discussed during the session.***

***Call 1-866-601-5518 for additional questions or concerns***