# PROPOSAL WRITING FOR GOVERNMENT CONTRACTS



HOW TO ORGANIZE AND WRITE WINNING COMPETITIVE PROPOSALS

H. Roger Corbett

## **Writing Winning Proposals For Government Contracts**

**Robert S. Frey** 

## **Writing Winning Proposals For Government Contracts:**

Proposal Writing for Government Contracts H. Roger Corbett, 2011-12 Corbett shares what he learned in his 35 years of experience in the competitive proposal field Starting with the strategic Bid No Bid decision all the way through to the post submittal activities the process of organizing and writing proposals is laid out in clear steps Federal Government Proposal Writing George W. Brown, 2016-02-02 This is a one of a kind writing that teaches the reader the basics of how Federal Government contracts are won through corporate vision marketing and the proposal development process It is simple to read and prepares you to become a valued member of your firm's proposal development team. For the reader to gain an understanding of what is included in my book I have inserted the Table of Contents below TABLE OF CONTENTS SectionTitlePage 1 HOW IT ALL BEGINS 1 1Marketing 1 1 1Marketing Plan 1 1 1 1Working Outside of the Box 1 1 2BASIC EVENTS LEADING TO PROPOSAL DEVELOPMENT 1 1 3The Bid No Bid Decision Procedure 1 1 3 1Overview 1 1 3 2The Desire to Bid and the Discipline Not to Bid 1 2THE BID NO BID DECISION 2 THE BID DECISION IS REACHED 2 1Readiness to Respond 3 GETTING DOWN TO BUSINESS THE REQUEST FOR PROPOSALS 3 1The ABC s of the Request for Proposal 3 2An Approach to Reading the Document 4 PROPOSAL KICK OFF 4 1Let's Get Started 4 2The Team 4 2 1Business Development Manager 4 2 2Capture Manager 4 2 3Proposal Manager 4 2 4Proposal Coordinator 4 2 5Volume Leaders 4 2 6Proposal Writers 4 2 7Proposal Review Teams 5 THE PROPOSAL DEVELOPMENT PROCESS 5 1THE PROPOSAL SCHEDULE 5 1 1Pre RFP Bid No Bid Decision 5 1 2Proposal Kickoff 5 1 3Proposal Development 5 1 4The Internal Review Modification Process 5 1 5Gold Team Executive Review 5 1 6Proposal Submittal 6 RFP DISTRIBUTION 7 PROPOSAL OUTLINE AND CROSS REFERENCE MATRIX 8 STORYBOARDS 9 THEMES 10 DISCRIMINATORS AND OTHER ZINGERS 10 1DISCRIMINATORS 10 2AHA s 10 3GHOST STORIES or just GHOSTS 11 THE PROPOSAL GETTING DOWN TO BUSINESS 11 1Executive Summary 12 TECHNICAL SECTION OR VOLUME 12 1Writing Guidelines 12 2Writing Samples 12 3WIN THEMES AND DISCRIMINATORS 12 3 1Example 1 12 3 2Example 2 13 SAMPLE PROPOSAL SECTIONS 13 1Past Performance 13 2TRANSITION PLAN Fictitious Sample Proposal Section 13 3On Going Recruiting and Staffing 14 A MANAGEMENT SECTION OR VOLUME 14 1Program and Task Order Management 14 1 1Program Management 15 TASK ORDER PLANNING 16 RESUMES 16 1Personalize the Resumes 17 REVIEWS 17 1The Yellow Team 17 2The Blue Team 17 3The Pink Team 17 4The Red Team 17 5The Gold Team Review 18 THE COST PROPOSAL 18 1Element Structure 18 1 1Direct Labor 18 1 2Overhead 18 1 3Other Direct Costs 18 1 4General Administrative 18 1 5Fee 18 2Types of Government Contracts 18 2 1Fixed Price Contracts 18 2 2Cost Plus Contracts 18 2 3Labor Hour Contracts 18 3The Cost Proposal 19 CONTRACT SET ASIDES 19 1Small Business Act 19 1 1The 8 a Business Development Program 9 1 2Small Disadvantaged Business 19 1 3Woman Owned Small Business 19 1 4Service Disabled Veteran Owned Businesses 19 1 5HUBZone Procurements 19 2Determining Business Size 19 3Mandatory Registrations 19 3 1DUNS Number 19 3 2The System for

Award Management 19 3 3Tax I D 19 3 4Cage Code 19 3 5Contractor Performance Assessment Reporting System CPARS 19 4Helpful Government Contracting Sites 20 THE COVER LETTER 21 COVER ART BINDERS As can be seen from the outline above my writings cover the entire range of business identification cultivation and decision to pursue These elements are explained to the reader because they are vital to the understanding of the entire business acquisition process The heaviest concentration in my document is the actual development of the proposal These writings are also of great value to independent consultants and small businesses contractors intent on winning government contracts Contracts Herman R. Holtz, 2012-12-06 He who knows and knows that he knows is wise follow him ANCIENT PROVERB During a long career of public service as a government procurement and contracting official I am still surprised to find big successful corporations making the same mistakes that neophytes in government contracting mak And this is particularly true in the matter of writing proposals which are the crucial element in most major procurement awards It s true enough as many suspect that the big well known company has something of an edge over the smaller lesser known company competing for any given government contract psychologically at least The typical government executives whether contracting officials or program managers tend to have a bit more faith in the ability of the large company to carry out the program successfully All things being equal then the big company is more likely to get the nod However because the large companies are well aware of that many tend to become fat dumb and happy they try to coast or rest on their laurels That is they get careless about making a strong enough case for themselves in writing their proposals And when they lose often to smaller companies they are both puzzled and outraged They have for gotten that all government procurement is a competition usually both technical and cost competition and that the little guy can win against the big guy if he tries hard enough And especially if the bigger guy is a bit careless and does not put out his best effort Your First Government Contract Scott Johnson, MBA, PMP,2022-10-30 Your First Government Contract introduces the small business entrepreneur or new public sector account executive to the world of government contracting Scott introduces the reader to what to expect with their first opportunity the government procurement cycle industry terminology used and winning strategies for proposal writing Starting the book with basic vendor registration Scott quickly transitions to why some companies succeed in government contracting while others do not marketing to public agencies types of government customers contracting vehicles how offers are evaluated and how to beat the competition Scott's method for crafting a simple winning proposal is described in detail with applicability for any level of government and designed for maximum collaboration within your company Over his 15 year government contracting career Scott has led sales and proposal writing efforts to secure over 125 million of government contracts specializing in new and developing government contracting business units Successful Proposal Strategies for Small Businesses: : Using Knowledge Management to Win Government, Private-Sector, and International Contracts, Sixth Edition Robert S. Frey, 2012 Here's your one stop shop for winning new business The new Sixth Edition of this perennial bestseller

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The Secrets of Writing Proposals and Winning Government Contracts Joseph W. Hurst, 1986

Writing and Speaking in the Technology Professions David F. Beer,2003-07-04 An updated edition of the classic guide to technical communication Consider that 20 to 50 percent of a technology professional s time is spent communicating with others Whether writing a memo preparing a set of procedures or making an oral presentation effective communication is vital to your professional success This anthology delivers concrete advice from the foremost experts on how to communicate more effectively in the workplace The revised and expanded second edition of this popular book completely updates the original providing authoritative guidance on communicating via modern technology in the contemporary work environment Two new sections on global communication and the Internet address communicating effectively in the context of increased e mail and web usage As in the original David Beer's Second Edition discusses a variety of approaches such as Writing technical documents that are clear and effective Giving oral presentations more confidently Using graphics and other visual aids judiciously Holding productive meetings Becoming an effective listener The new edition also includes updated articles on working with others to get results and on giving directions that work Each article is aimed specifically at the needs of engineers and others in the technology professions and is written by a practicing engineer or a technical communicator Technical engineers IEEE society members and technical writing teachers will find this updated edition of David Beer's classic Writing and Speaking in the Technology Professions an invaluable guide to successful communication

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businesses Additionally the book emphasizes building effective relationships with government agencies and highlights the importance of strategic planning and persistence in achieving success in this competitive field Proposals that Win Federal Contracts Barry L. McVay, 1989 This large sized very easy to read volume is an absolute necessity for anyone interested in those fat federal contracts How to Get Government Contracts Olessia Smotrova-Taylor, 2013-01-30 How to Get Government Contracts demystifies the process of how a company can enter the government market win its first and subsequent contracts and then grow itself into a multi million dollar government contractor within a couple of years It offers an insider s view into the latest best practices that government contractors use to succeed in an increasingly competitive market and it shows exactly how your company can apply these techniques to build a strong business Many companies venture into the government market with a certain naivet and pay a hefty price to find out that there is much more to winning a contract than writing last minute proposals in response to publicly posted solicitations To stop the bleeding of precious resources they need to step back to learn how professionals win business in the federal arena This book shows you how to find for example the best potential customers and opportunities for your company It also explains the secret to winning consistently by conducting pre-proposal preparation also called capture and practicing a disciplined process based approach to proposal development This book provides a recipe for winning government contracts over and over again the way seasoned government contractors do it After reading this book you will know exactly what to do to position your company to win a government proposal before a solicitation becomes public including building customer relationships gathering intelligence developing a win strategy performing competitive analysis selecting the best teammates and developing a solution As a result you will apply professional techniques to organizing your proposal effort outlining a proposal document and writing RFPs that persuade evaluators to award the contract to you Writing Effective Proposals to Government Agencies Jayme Sokolow, 2017-11-20 In the United States today there are tens of thousands of people working in companies who conceptualize design develop and deliver proposals to government agencies for a living Regardless of their content all these proposals have something in common they are sales documents designed to convince potential customers to award the applicant a contract to provide goods or services They also have something else in common because government proposals are text based documents they must be written in prose This is a challenge for several reasons First most of us are not good writers Writing is an art and a skill and most of our talents lie elsewhere Second proposal prose is different from many other kinds of prose It must be informative responsive and compliant and persuasive at the same time which is always a challenge And third your proposal prose must conform to the requirements of the Request for Proposals RFP You are not free to write anything you wish Quite the opposite You must strictly follow the instructions in the RFP This eBook is designed for proposal professionals who want to improve their performance and advance their careers by learning how to write more effective proposal prose Proposal handbooks and manuals focus on the processes of proposal development This is a vitally

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evaluation techniques deals with elements that proposals should contain and with successful management techniques etc and

includes a brief glossary of terms Diagrams map questionnaire and statistical tables

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