



PROPOSAL SCHEDULE BEST PRACTICES:

- + Create a schedule for every type of response including Task Orders (TO), Requests for Information (RFIs), white papers, Sources Sought, etc. A schedule helps ensure timely submission and a smoother response process.
- + When creating the schedule, put the Government's designated submission due date and time on the proposal schedule first. However, schedule to submit it at least a day early. This is important because it decreases the risk of not submitting on time because of shipping/delivery delays or email/upload glitches.
- + Avoid scheduling on weekends and holidays but allow weekend writing time for those who want or need the extra time to write each major draft. Be sure to communicate that weekend writing is not mandatory.
- + Build in time for a final edit for grammar, spelling, defining acronyms, style guide/conventions/wall of truth consistency, and one-voicing to ensure the response is cohesive.
- + Include the dates and times of stand-up meetings, as well as any important dates cited by the Government in the RFP like when questions are due and any designated Industry Days or Proposal Conferences.
- + Schedule a Kickoff meeting with all proposal team members between 2-3 days after receiving/reviewing the final RFP.
- + Try to schedule three reviews (Pink, Red, and Gold), but no less than two. This gives you enough time to review the document more than once to catch errors, close any requirement gaps, and double-check compliance. Aim for one week between reviews if time allows. This approach gives writers adequate time to recover and address all comments and strengthen and develop their sections. Remember, the goal is responsiveness, not just compliance.
- + Green Reviews for the pricing volume happen in conjunction with the other color reviews, so place those on the schedule as well.
- + When it is possible, the Gold Review and Gold Recovery should happen 3-4 days before final editing, desktop publishing (DTP), and production leading up to the final White Glove Review.
- + Final editing, DTP, and production happen about 1-2 days before the White Glove Review.
- + The White Glove review/executive sign-off typically occurs one day before the designated submission date.