

RETAINER OFFERINGS

Proposals

SGA implements effective proposal administration for cases in which clients don't already have systems in place. With everything we do, we emphasize cognizance of flexibility to current or desired systems and identify areas for potential efficiencies, improvements, and innovation in a productive supplemental mindset.



SHAREPOINT SITE DEVELOPMENT & MAINTENANCE

SharePoint is a powerful tool we utilize for proposal management workflows. Intuitive in structure, it allows stakeholders, authors, and contributors to stay on the same page with the schedule, deliverables, and expectations. Using SharePoint as a content repository and collaborative work environment avoids the tedious process of manually searching through emails for documents and their latest version. This is the central repository and main hub for our ongoing active and archived proposal support.



PROPOSAL TEMPLATE DEVELOPMENT/MAINTENANCE

Proposal templates give a company branded, fully operational document that can be used to streamline future proposal efforts. The template includes prebuilt styles that can be adjusted as needed to meet compliance requirements for each solicitation. They are provided for internal use by the client and/or by our proposal resources. This seemingly simple task sets the client up for success in all of their future proposal efforts. In many cases, well prepared IDIQ proposal templates can create substantial ease in responding quickly and accurately to a large quantity of Task Order RFPs. These templates are stored on the client SharePoint site for easy access by internal or SGA resources.



PAST PERFORMANCE DATABASE DEVELOPMENT/MAINTENANCE

A common problem for both large and small companies is a lack of clear and useful development, storage, and maintenance of past performance information. Quality citations include accurate contract data, metrics, proof points and substantive program descriptions to allow evaluators to quickly gain a perception of offerer capability. SGA works to develop these important master documents as part of our core offering for clients. Furthermore, we store the citations in SharePoint repository where stakeholders can access them and use them for internal or SGA produced proposal efforts. We also build a Past Performance Matrix to be used as a key to identify relevancy across client past performance on each proposal effort.



BOILERPLATE CONTENT DEVELOPMENT

Effective boilerplate quickly becomes a productive kick start to proposal development. Any content written regularly and consistently is a good candidate for boilerplate and is stored in a repository for future use. Examples of this can include management, staffing, quality, and safety sections or other processes and topics that are commonly written. The process for developing these boilerplate sections gives an opportunity to brainstorm on the best value and trademarked offerings of the client as an offerer.



IDIQ T.O. MANGEMENT & RESPONSE

Our team provides ongoing monitoring of active opportunities on Government portals such as SAM.gov and GovWin for relevant competitive opportunities of our clients. We also monitor the Task Orders released under IDIQ, BPA, and GWAC contracts. Often, clients don't have the time or resources to monitor these relevant program opportunities for proposal submission. This task can become daunting, even on one IDIQ, but companies often find themselves having to monitor multiple portals for opportunities. Our team monitors and down-selects opportunities, providing pertinent details to assist with bid/no-bid decision making.



UNLIMITED REQUEST FOR INFORMATION (RFI)/SOURCES SOUGHT RESPONSES

Responding to Government Requests for Information (RFI) and Sources Sought, provides abundant opportunities for growth. These responses provide an opportunity to educate the Government customer on sole source and direct award procurement options while demonstrating their capability to perform the contract at hand. They also provide a venue for industry to help refine the requirements used in the final solicitation when released. In many cases, companies can steer the requirements in their favor during this phase. Because of the tremendous advantage this offers, SGA recommends and encourages clients to respond to these requests and provides this in our core offering.

ALSO INCLUDED:

- Sole Source/Direct Award Responses
- Brief Data Call Responses to Prime Offerers (excludes in-depth newly written technical content)
- Regular Proposal/BD Resource Planning

Retainer offerings are committed to by client on a **6 month term** basis.

Competitive opportunities are not included in retainer and will be handled on an individual basis.