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| PROPOSAL SUMMARY |

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| **Proposal Name/Solicitation #** |  | | |
| **OPPO/PROP Number** |  | | |
| **Client** |  | | |
| **Due Date/Time** |  | | |
| **Go/No Go Completed** | Yes  No | Capture Manager |  |
| **Pre-Proposal Conference** |  | Deputy Capture Manager |  |
| **Contact Name/Info for Questions** |  | Proposal Coordinator |  |
| **Deadline for Questions** |  | Proposed PM |  |
| **Exclusivity/Confidentiality** |  | ATG Role (Prime/Sub) |  |
| **HUB/DBE/WBE/SBE requirements** | Yes  No | | |
| **Delivery Information/Mailing Label** |  | | |
| **Requested Copies** *(originals/copies/electronic)* |  | | |
| **Format/Font/Binding Requirements** |  | | |
| **Page Limit** |  | Page Exclusions |  |
| **Addenda** | Yes  No | | |

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| KICK-OFF MEETING AGENDA |
| Introduction   * Capture Manager / History and Intel   Proposal Summary / Requirements  Evaluation Criteria  Proposal Plan / Layout and Outline   * Identify New Materials Needed/Graphics/Previous Go-By’s * Cover * Org Chart/ATG Key Personnel * Relevant Projects * Subconsultants * Project Approach * Schedule * Other   Preliminary Proposal Schedule and Reviews  Action Items |

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| PROPOSAL LAYOUT AND OUTLINE | | | | | |
| Selection/Evaluation Criteria | | | | | |
|  | | | | | |
| Proposal Layout/Outline (Sections) | | | | | |
| Proposal Section/Title | **Requirements / Evaluation Criteria**  **Refer to RFP Page** | **Page Limit / Target** | | **Lead(s) / Writers** | **Status / Notes** |
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| Previous Go-By’s | | | | | |
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| ATG Key Personnel | | | | | |
| Principal-in-Charge |  | | | | |
| Project Manager |  | | | | |
| Quality Manager |  | | | | |
| Other Task Leads / Proposed Staff |  | | | | |
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|  |  | | | | |
| Relevant Projects | | | | | |
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| Proposed Teaming Partners *(subconsultants)* | | | | | |
| Firm Name | **Role** | | **Benefit to Team / Information Needed** | | |
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| Graphics | | | | | |
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| Assignments | | | | | |
| Task | **Assigned To** | | **Due Date** | | |
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| PROPOSAL FORMS / MISCELLANEOUS | | |
| Sample Legal Review Needed | Yes  No | **Comments/Due:** |
| Required Forms Need Signature/Notary | Yes  No | **Comments/Due:** |
| Info Needed from Accounting/HR | Yes  No | **Comments/Due:** |
| DOT Certifications | Yes  No | **Comments/Due:** |
| Conflict of Interest Form | Yes  No | **Comments/Due:** |
| 1295 Form | Yes  No | **Comments/Due:** |
| EEO | Yes  No | **Comments/Due:** |
| Title VI Assurances | Yes  No | **Comments/Due:** |
| SOS Business Registration | Yes  No | **Comments/Due:** |

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| PROPOSAL SCHEDULE | | | | | | | | | |
|  | **Blue**  Hat Review | **Black**  Hat Review | Proposal  Kick Off | **Pink**  Review  (-12 days) | **Red**  Review  (-9 days) | **Gold**  Review  (-6 days) | Comp Review  (-4 days) | Shipped  (-3 days) | Deadline |
| Start |  |  |  |  |  |  |  |  |  |
| Met |  |  |  |  |  |  |  |  |  |

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| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| Jan 27 | **28** | **29** | **30**  ***MINIMUM***  **Day - 17**  **Proposal Kick-off Meeting** | **31**  **Day - 16**  **Preparation** | **Feb 1** | **2** |
| 3 | **4** | **5** | **6**  **Day - 12**  **Pink Team Review** | **7** | **8** | **9** |
| 10 | **11**  **Day - 9**  **Red Team Review** | **12**  **Day - 8**  **Final Red Review Comments, single .doc** | **13** | **14**  **Day - 6**  **Gold Team Review** | **15**  **Day – 5 Final Gold Review Comments Due, single, .pdf** | **16** |
| 17 | **18**  **Day - 4**  **Final Gold Copy**  **Production Compliance Review** | **19**  **Day - 3**  **Shipment** | **20**  **Day - 2** | **21**  **Day - 1** | **22**  **Proposal Deadline** | **23** |

Specific Required Verbiage:

Special Instructions:

Questions Regarding Submittal: