

<b>Proposal Title:</b>						
<b>Proposal Number:</b>						
<b>Date RFP Released:</b>						
<b>Client/Owner:</b>						
<b>Pre-Bid / Site Visit:</b>						
<b>Question Deadline”</b>						
<b>SUBMITTAL REQUIREMENTS</b>						
<b>Due Date/Time:</b>						
<b>Delivery Method:</b>						
<b>Delivery Address/ Contact:</b>						
<b>Copies:</b>		<b>Print: CD/Flash Drive:</b>				
<b>Scope of Services:</b>						
<b>Team Members:</b>						
<b>MBE Goals:</b>						
<b>Evaluation Criteria:</b> <i>List from solicitation</i>						
<b>COMPETITION</b>						
<b>Firm Name</b>		<b>Differentiators</b>		<b>Incumbent</b>		<b>Comments/Other</b>
<b>What do we offer our competitors do not?</b>		<b>So What?</b>		<b>What does the client know about us?</b>	<b>What do we know about the client?</b>	<b>Comments/Other</b>
<b>Schedule of Meetings and Reviews</b>						
<b>Meeting</b>	<b>Participants</b>	<b>Date</b>	<b>Time</b>	<b>Scheduled / Invites Out</b>	<b>Phone/In Person/Virtual</b>	<b>Complete?</b>
<b>Kick off</b>						
<b>Pink Team Review</b>						
<b>Red Team Review</b>						
<b>Production</b>						
<b>Final/Gold Review</b>						
<b>Delivery</b>						

PROPOSAL					
Overall Proposal Format Guidelines					
SECTION / TAB	CONTENT / FORMAT/ DETAILS	AUTHOR	Page Limit	Pink Draft	Red Draft
Cover					

April				
Monday	Tuesday	Wednesday	Thursday	Friday
			April 5	6 <i>Kick-off meeting</i>
9	10	11 Pink Team Review	12	13
16	17	18 Red Team Review	19	20
<b>23</b>	24 Gold Team Review	25 Production	26 Shipping	27 <b>RESPONSE DUE 10:00 AM</b>