

Proposal Schedule for Solicitation# M00264-22-R-0004

PROJECT TITLE

PROPOSAL MANAGER

START DATE

END DATE

PROPOSAL DURATION
in days

ASSIGNED TEAM MEMBERS

Proposal Coordinator:

Technical Subject Matter Expert (SME):

Technical Proposal Writer:

Word Processor (Formatting & Compliance)

Pricing Estimator:

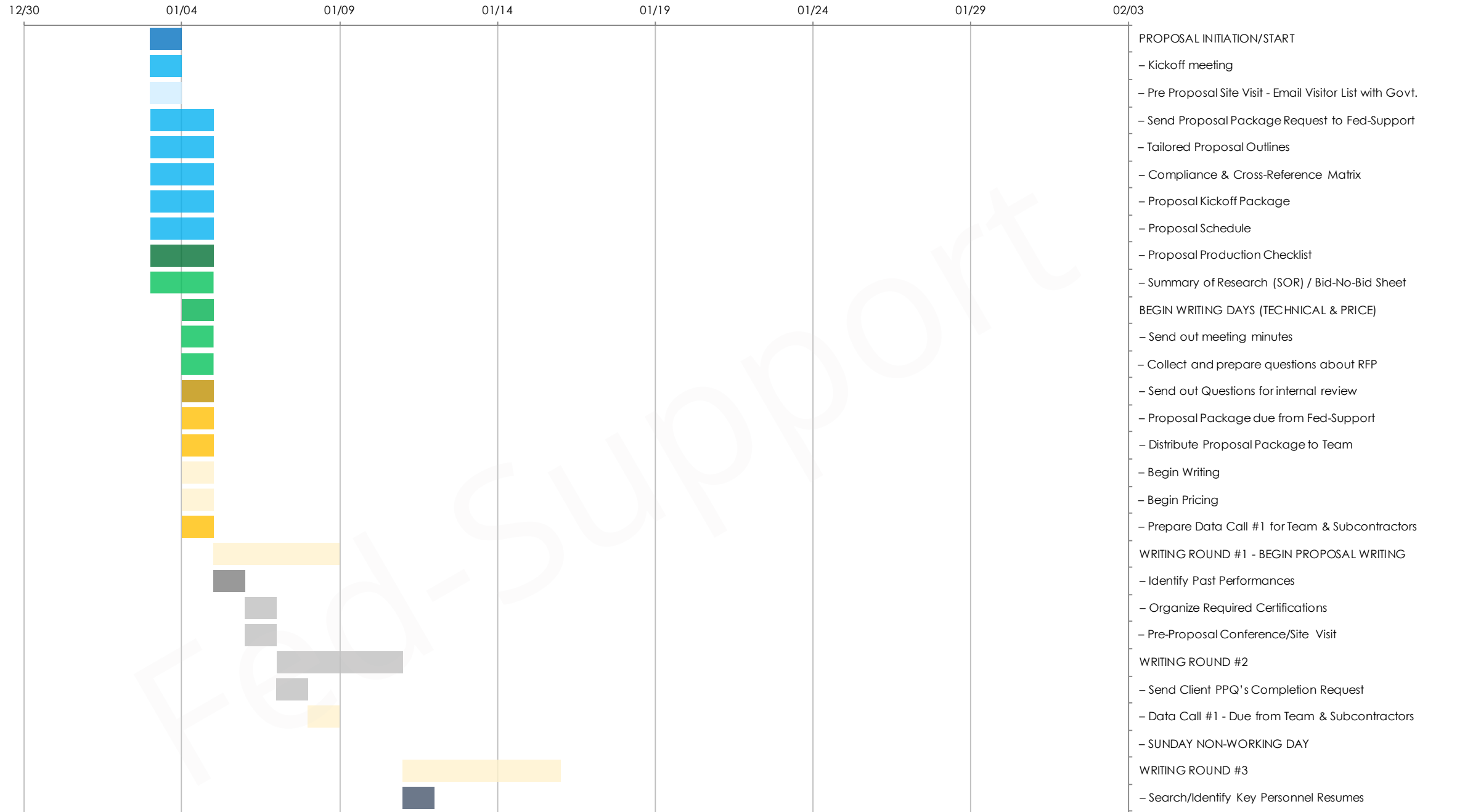
Graphics Support:

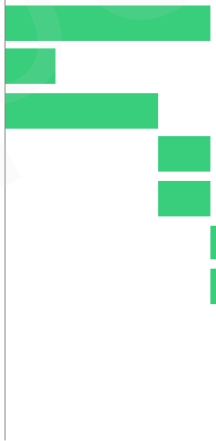
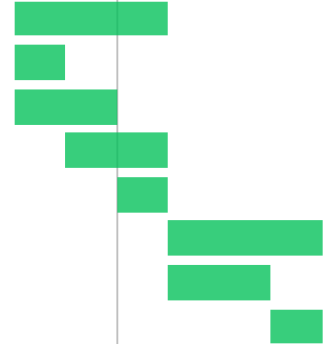
ASSIGNED TEAM MEMBERS

WBS NO.	TASK NAME	STATUS	ASSIGNED TO	START DATE	END DATE	DURATION in days	COMMENTS
1	PROPOSAL INITIATION/START	Not Started		01/03	01/03	1	
1.1	- Kickoff meeting	Not Started		01/03	01/03	1	
1.1	- Pre Proposal Site Visit - Email Visitor List with Govt.	Not Started		01/03	01/03	1	
1.3	- Send Proposal Package Request to Fed-Support	Not Started		01/03	01/04	2	
1.3.1	- Tailored Proposal Outlines	Not Started	Fed-Support	01/03	01/04	2	
1.3.2	- Compliance & Cross-Reference Matrix	Not Started	Fed-Support	01/03	01/04	2	
1.3.3	- Proposal Kickoff Package	Not Started	Fed-Support	01/03	01/04	2	
1.3.4	- Proposal Schedule	Not Started	Fed-Support	01/03	01/04	2	
1.3.5	- Proposal Production Checklist	Not Started	Fed-Support	01/03	01/04	2	
1.3.6	- Summary of Research (SOR) / Bid-No-Bid Sheet	Not Started	Fed-Support	01/03	01/04	2	
2	BEGIN WRITING DAYS (TECHNICAL & PRICE)	Not Started		01/04	01/04	1	
2.1	- Send out meeting minutes	Not Started		01/04	01/04	1	
2.2	- Collect and prepare questions about RFP	Not Started		01/04	01/04	1	
2.3	- Send out Questions for internal review	Not Started		01/04	01/04	1	
2.4	- Proposal Package due from Fed-Support	Not Started	Fed-Support	01/04	01/04	1	
2.5	- Distribute Proposal Package to Team	Not Started		01/04	01/04	1	
2.6	- Begin Writing	Not Started		01/04	01/04	1	
2.7	- Begin Pricing	Not Started		01/04	01/04	1	
2.8	- Prepare Data Call #1 for Team & Subcontractors	Not Started		01/04	01/04	1	
3	WRITING ROUND #1 - BEGIN PROPOSAL WRITING	In Progress		01/05	01/08	4	
3.1	- Identify Past Performances	Not Started		01/05	01/05	1	
3.2	- Organize Required Certifications	Not Started		01/06	01/06	1	

STATUS
Not Started
In Progress
Complete

3.3	– Pre-Proposal Conference/Site Visit	Not Started		01/06	01/06	1	
4	WRITING ROUND #2	Complete		01/07	01/10	4	
4.1	– Send Client PPQ's Completion Request	Not Started		01/07	01/07	1	
4.2	– Data Call #1 - Due from Team & Subcontractors	Not Started		01/08	01/08	1	
	– SUNDAY NON-WORKING DAY			01/09	01/09		
5	WRITING ROUND #3	Not Started		01/11	01/15	5	
5.1	– Search/Identify Key Personnel Resumes	Not Started		01/11	01/11	1	
5.2	– Identify Required Graphics and Assign to Fed-Support	Not Started	Fed-Support	01/11	01/11	1	
5.3	– Finalize & Prepare Questions to/or Submit to Government	Not Started		01/11	01/11	1	
5.4	– Questions Due to the Government	Not Started		01/11	01/11	1	
5.5	– Prepare Data Call #2 for Team & Subcontractors	Not Started		01/12	01/12	1	
	– SUNDAY NON-WORKING DAY	Not Started		01/16	01/16		
6	WRITING ROUND FINAL	Not Started		01/17	01/19	3	
6.1	– Data Call #2 - Due from Team & Subcontractors	Not Started		01/17	01/17	1	
6.2	– Finalize Pricing	Not Started		01/17	01/18	2	
6.3	– Compile All Volumes with Writeup for Review	Not Started		01/18	01/19	2	
6.4	– Pens Down at 5 PM	Not Started		01/19	01/19	1	
7	REVIEW ROUND #1	Not Started		01/20	01/22	3	
7.1	– Review Volume I, II & III for response and pending Info	Not Started		01/20	01/21	2	
7.2	– DTP, Compliance Check – Pens Down at 5 PM	Not Started		01/22	01/22	1	
	– SUNDAY NON-WORKING DAY			01/23	01/23		
8	REVIEW ROUND #2	Not Started		01/24	01/27	4	
8.1	– Graphics Due from Fed-Support	Not Started	Fed-Support	01/24	01/24	1	
8.2	– Review Volume I, II & III for response and compliance	Not Started		01/24	01/26	3	
8.3	– Editing & Formatting	Not Started		01/27	01/27	1	
8.4	– DTP, Compliance Check – Pens Down at 5 PM	Not Started		01/27	01/27	1	
9	FINAL REVIEW AND SUBMISSION TO GOVERNMENT	Not Started		01/28	01/29	2	
9.1	– Final Review of All for response and compliance	Not Started		01/28	01/28	1	
9.2	– Final Editing & Formatting	Not Started		01/29	01/29	1	
9.3	– Print Test Production Copy / GENERATE PDFs (FINAL FILES)	Not Started		01/29	01/29	1	
9.4	– Proposal & PPQ's Due @ 02:00 PM to Agency via eBuy	Not Started		01/31	01/31	1	





- Identify Required Graphics and Assign to Fed-Support
- Finalize & Prepare Questions to/or Submit to Government
- Questions Due to the Government
- Prepare Data Call #2 for Team & Subcontractors
- SUNDAY NON-WORKING DAY
- WRITING ROUND FINAL
- Data Call #2 - Due from Team & Subcontractors
- Finalize Pricing
- Compile All Volumes with Writeup for Review
- Pens Down at 5 PM
- REVIEW ROUND # 1
- Review Volume I, II & III for response and pending info
- DTP, Compliance Check - Pens Down at 5 PM
- SUNDAY NON-WORKING DAY
- REVIEW ROUND # 2
- Graphics Due from Fed-Support
- Review Volume I, II & III for response and compliance
- Editing & Formatting
- DTP, Compliance Check - Pens Down at 5 PM
- FINAL REVIEW AND SUBMISSION TO GOVERNMENT
- Final Review of All for response and compliance
- Final Editing & Formatting
- Print Test Production Copy / GENERATE PDF's (FINAL FILES)
- Proposal & PPQ's Due @ 02:00 PM to Agency via eBuy