

## Proposal Information and Deliverables

### GSA Proposal Help GSA MAS Proposal Completion

What you will gather or complete.

What GSA Proposal Help will create and deliver.

<b>Client Information/Activity Requirements</b>	<b>GSA Proposal Help (GPH) Deliverables</b>
<p><u>Required Client Information</u></p> <ul style="list-style-type: none"> <li>• Basic Contact Information</li> <li>• Basic Corporate Information</li> <li>• Basic Financial Information</li> <li>• Basic Competitor Information</li> <li>• GSA Product General Information</li> <li>• Commercial Pricing and Invoices or Contracts</li> <li>• GSA Pricing</li> <li>• Past Performance Information</li> </ul> <p><u>Required Client Activities</u></p> <ul style="list-style-type: none"> <li>• Watch required GSA training</li> <li>• Contact three clients and obtain completed questionnaires</li> <li>• Obtain FSS Login</li> </ul>	<ul style="list-style-type: none"> <li>• Completed GSA Proposal Documents               <ul style="list-style-type: none"> <li>▪ Initial Draft</li> <li>▪ Final Draft</li> </ul> </li> <li>• Complete Proposal Review</li> <li>• GSA Proposal Upload</li> <li>• GSA Proposal Clarification Documents</li> <li>• GSA Proposal Negotiation Assistance</li> <li>• GSA Final Proposal Revision</li> <li>• GSA Contract Award</li> <li>• GSA Contract Registration</li> <li>• GSA Contract Upload</li> </ul>

# Suggested MAS Proposal Schedule

## Weeks One and Two:

- Client Interview
- Kick Off Meeting
- GPH Step One: Introductory Activities
- GPH Step Two: Foundational Activities
- GPH Step Three: Pricing Preparation

## Weeks Three and Four:

- GPH Step Four: Document Preparation

## Week Five:

- GPH Step Five: Draft and Review
- GPH Step Six: Review and Proposal Upload

## GSA Proposal Help Quick Study:

We started our journey in 2001 built upon the experience of our Principal Consultant, Tracie Grant. Tracie's first exposure to GSA Contracts was in 1994 when she was on the team that won Covey Leadership Center (now FranklinCovey) its first GSA Contract. Currently, GSA Proposal Help offers full-service assistance throughout the complete GSA contract lifecycle, GSA Proposal guidance, and DIY components to help our clients at all levels of experience.

## Highlights:

- Eight years serving as a consultant to the Utah Procurement Technical Assistance Center (PTAC) where we helped hundreds of Utah small businesses with their GSA needs
- Development of a three-day workshop to help clients create their own proposals
- Creation of The GSA Proposal Guide
- 100% win rate when clients meet financial requirements