

Tracker and Compliance Manager

The Tracker and Compliance Manager is responsible for identifying and managing your response to RFP requirements and ensuring you have a compliant document. Responsibilities include:

- Assist the Capture Team with capture and proposal strategy development, including customer, program, and competitive assessments; identification of strengths, weaknesses, and discriminators of all competitors; development of win and proposal strategies; and the creation of win themes
- Strip or parse customer's documents and identify requirements
- Assist in the developing and tracking the proposal outline in accordance with the customer's direction
- Facilitate the allocation and tracking of requirements to the proposal outline to achieve 100 percent compliance and responsiveness to Client's customer's issues and needs
- Produce and track compliance and response matrices and Proposal Development Worksheet (PDW) helpers
- Review completed PDWs, mockups, and section drafts to ensure requirements are adequately addressed within page limitations
- Produce Pink and Red Team compliance and response matrix checklists for internal evaluation

"Shibley's technical expertise, extensive knowledge and interpersonal skills enabled us to validate our capture strategy. Your professionalism and can-do attitude truly reflected the best business practices that Shibley brings to the table."

- BD Director

"As you know, responding to challenging RFPs is difficult, but doing so with a small team, limited budget, and a very aggressive schedule makes the job even tougher. That's where Shibley Associates was invaluable by taking a detailed RFP and breaking it down very rapidly, identifying key elements, and implementing a regimented response process."

- Capture Team Lead and Proposal Manager

Why Partner with Shibley?

We offer:

- Complete proposal team support
- Professional support at highvalue peaks across the proposal process
- End-to-end leadership of capture and proposal milestone reviews

Let Shibley add value to your

- business development team by
- bringing resources that offer:
- Leadership
- Discipline
- Flexibility

Other Services

- Proposal Management
- Government Marketing
- Post-Award Support
- Business Development Training

Shibley | Wins

Shibley clients value our blended services model that provides industry-best consultants, trainers, and business development tools. Since 1972, Shibley has supported large and small companies in securing billions of dollars of Government and commercial contracts.

Consulting

Providing proven personnel and best practices to help clients succeed.

- Winning strategic, competitive bids to Government or business customers
- Establishing long-term customer relationships through market positioning or capture planning
- Evaluating the necessary infrastructure and processes necessary to compete on complex bids
- Augmenting proposal teams to provide “just in time” resources needed to produce a competitive proposal
- Managing a complete turnkey proposal effort
- Supporting program management and execution

Training

Offering a blend of learning solutions that help clients build internal capability and competence.

- Writing Federal Proposals
- Managing Federal Proposals
- Capturing Federal Business
- Winning with Past Performance
- Winning through Task Orders
- Managing Winning Reviews
- Winning in the Cost Volume
- Foundations of Proposal Development (online)
- Understanding the Business Development Lifecycle
- Winning Sales Proposals (Business to Business)
- Winning Executive Summaries
- Price to Win
- Winning Sales Communication
- Positioning to Win (Sales Training)
- Custom course development – classroom and online
- Shibley University

Tools and Products

Publishing a number of award-winning books, tools, and templates that help clients win business.

- Shibley Proposal Guide
- Capture Planning Template
- Proposal Management Plan Template
- Proposal Development Worksheet
- 7-Phase Business Development Lifecycle – chart and description
- Executive Summary Planner
- Bidder Comparison Matrix
- Color Team Review Tools
- Compliance Matrix Template

Learn how Shibley can help you improve your business development effectiveness and success through a proven model of applying best practices. Call us or visit us at www.shibleywins.com.