

Volume Manager/Leader

The Volume Manager/Leader is responsible for ensuring the proposal volumes conform to the proposal process, outline, and compliance matrix and are produced in compliance with the RFP and its respective volume requirements. Responsibilities include:

- Assist the Proposal Manager in developing outlines, response matrices, and Proposal Development Worksheets (PDWs) to develop storyboards for the respective volume
- Provide Just-In-Time training and assist section writers/subject matter experts (SMEs) in creating proposal storyboards, graphics, and text inputs
- Lead and direct all efforts required to produce the volume as dictated by the RFP and its respective volume requirements
- Track and report status of volume development on a daily basis to the Proposal Manager
- Assist Client personnel in resolving volume requirement issues and suggest compliant solution documentation where appropriate
- Assist in reviewing and editing volume sections as necessary
- Ensure proper page limitations, styles, and other requirements are enforced
- Plan the Red Team evaluation criteria to be applied in reviewing the volume
- Direct the incorporation of volume-specific Red Team comments as appropriate
- Ensure quality control for the final volume master copy
- Prepare, with administrative support, the final volume copies for delivery to the customer
- Other reasonable and normal duties associated with the Volume Manager/Leader position, as directed by the Proposal Manager

“Your consultant’s incredible organizational skills and focus on strategies and cost/pricing issues kept our team focused and motivated. I believe we have a very credible and compliant proposal. I highly recommend that other proposal teams use Shibley’s support in the future.”

- Program Manager

“You brought a level-headed, precise direction to our efforts which will give us a framework for success on perhaps all our future projects.”

- 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

Shingley clients value our blended services model that provides industry-best consultants, trainers, and business development tools. Since 1972, Shingley 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
- Shingley University

Tools and Products

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

- Shingley 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 Shingley 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.shingleywins.com.