

PROPOSAL MANAGEMENT

SEARCH



- Search Companies and identify teaming partners by name, DUNS, CAGE, POC, and Advanced Filters
- Single Sign-on using Office 365 Credentials
- Review SAM and User Defined Company Profiles
- Create Private Notes on Search Profiles
- Research competitors in Company Search
- Evaluate teaming partners based on integrated SAM and FPDS data

OPPORTUNITIES

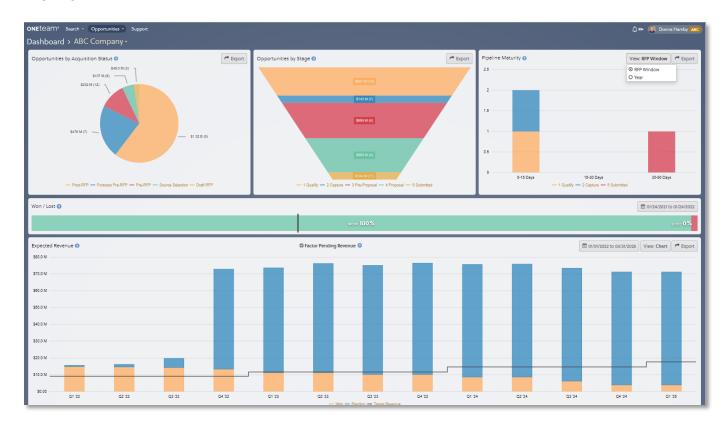


- View Pipeline of bids imported from GovWin, Salesforce, or manually entered.
- Manage VIEWS of Pipeline
 - o Create custom VIEWS of Pipeline set up VIEWS for BD Manager, Capture, Proposal, etc.
 - Set favorite VIEWS to add a shortcut to your Pipeline.
 - Share custom VIEWS with internal team.
 - View Active and Non-Active (Won, Loss, No-Bid, Bid Next Cycle) Opportunities.
 - o Filter, Sort, and Group Pipeline by over 60 data fields and custom data fields.
 - Export Opportunities Pipeline to Excel.
 - o Integrate custom VIEW for Meeting to quickly review updates of opportunities.
- Activity Feed
 - Create and edit NOTES from an ACTIVITY FEED post
 - Create new and view existing TASK ITEMS



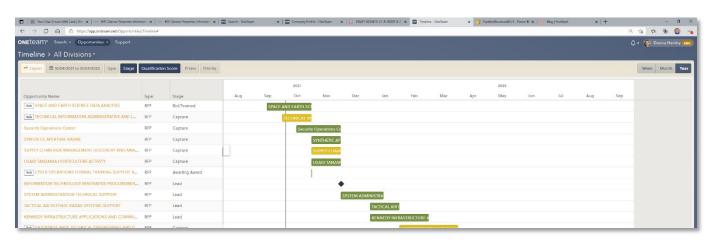
- o Filter items by type
- Search posts and comments
- o Mark items as read

DASHBOARD VIEW



- View graphic of Opportunities by Acquisition Status.
- View graphic of Opportunities by Internal Status your sales funnel by status.
- View graphic of Opportunities by Pipeline Maturity. Drill down and select graphic to see opportunities in data set, View RFP Window or by Year. RFP Window is set in company settings.
- Quickly assess Won/Lost Ratio against target win rate set in company settings. The date option allows you to select 1, 3, or 5 years or custom date range.
- View Expected Revenue by list or chart based on revenue of opportunities in won status, and revenue of in -process opportunities based on P-Win.
- Easily export DASHBOARD Graphics for reports and presentations.

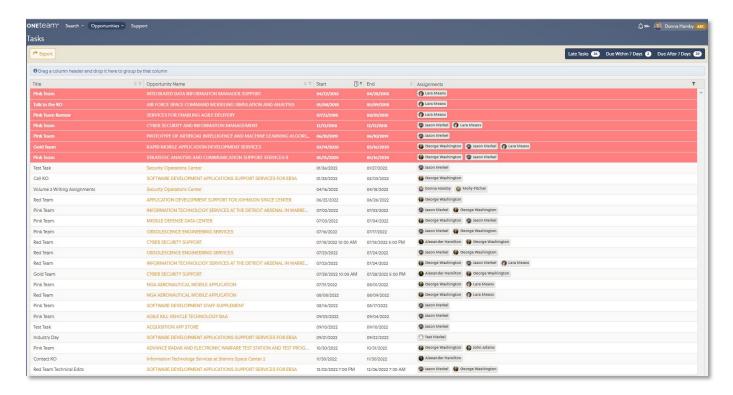
TIMELINE VIEW





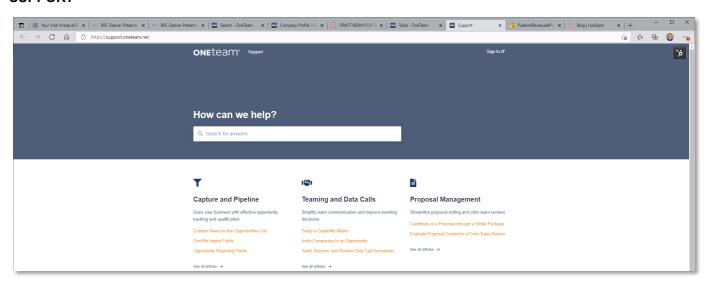
- Gantt-style chart of opportunities
- Short-term and long-term planning
- Strategic planning
- Proposal and Bid resourcing

TASKS VIEW



- View tasks across all opportunities
- Filter and sort by Opportunity, Date, or Assignee
- View Late Tasks, Due Within 7 Days, Due After 7 Days

SUPPORT



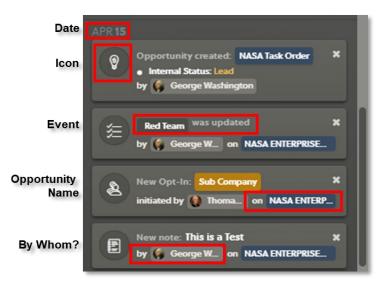
- Search for specific issue or by topic.
- Access Help Chat in lower right side.
- Type RESET PASSWORD in search to get link to reset your password.



NOTIFICATIONS

- Email notification of task assigned.
- Email notification of Writer Package assignment.
- Icons denote Writer Packages assignment, Task updated, Opportunity Modified, and Note.
- Can be dismissed individually or all cleared.





INSIDE of EACH OPPORTUNITY there are several tabs of data as follows:

DETAILS



- View Details of Opportunity solicitation name and number, status, contract type, competition type, etc.
- View Company Division and Primary POC
- View/Update expected (E) dates to actual dates (A)
- Link to Parent or Child Opportunities, or to other opportunity (previous contract)
- Review Incumbent information
- View or Edit Stage
- Review Facility Clearance requirement for proposal planning and writing
- View estimated FTE for management and transition writing

DESCRIPTION



View additional information on solicitation.



CONTACTS



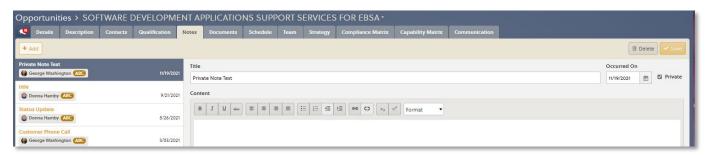
- View and add internal company contacts to opportunity.
- Assign roles to contacts from Teaming Partners and Buying Organizations.
- View contacts by company, update information as needed.
- Simply adding a contact will NOT trigger an automated workflow email for them to join OneTeam. Add the Company under the Team tab, INVITE the company to team using the Communication Tab (and a primary contact email). The invited company, receives an email to set up account in OneTeam, and can add other contacts at their company.

QUALIFICATION



Qualification Matrix primarily used by Capture Manager.

NOTES



- Document meetings, phone calls, and emails with opportunity centric notes.
- Add notes to share with proposal or capture team.



DOUMENTS - BUSINESS DEVELOPMENT



View pre-solicitation documents, industry day presentations, etc.

DOCUMENTS - SOLICITATION



- View Solicitation documents auto-downloaded from GovWin.
- Upload documents not added from GovWin.

DOCUMENTS -DATA CALLS



- Upload default Data Call Documents.
- Auto-distribute Data Calls to teammates with checklist of recipients.
- Auto-receive Data Calls from teammates Submitted Status.
- Mark Data Calls as Accepted or Rejected.
- Automated workflow streamlines data calls.
- Dashboard View to status all data call by company or data call name.

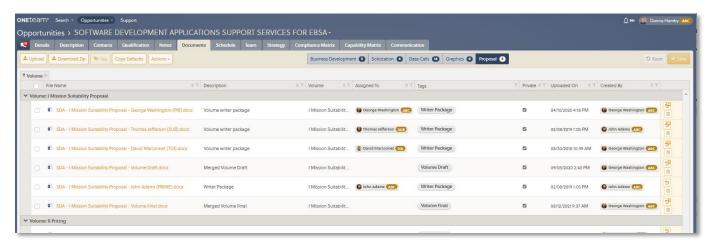


DOCUMENTS - GRAPHICS



- Populate Graphics folder with sample graphics
- Assign control number to graphics for easy identification.
- Add Tags to Documents.
- Identify documents and create document library for reference.
- Add default documents to use as templates.

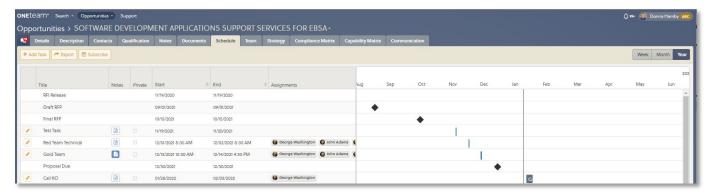
DOCUMENTS - PROPOSAL



Actions Button

- Generate Writer Packages based on compliance Matrix.
- Sort proposal documents by volume or other criteria.
- Merge Writer Packages into Review Copy.
- Split Merged Packages after color team or proposal review.
- General final volume after all reviews are completed to remove OneTeam metadata.

SCHEDULE



- Create Proposal Schedule with color team reviews
- Assign and review tasks to users with due dates.
- Export Schedule to pdf.
- View schedule as Timeline of events with milestones by week, month, or year.



TEAM



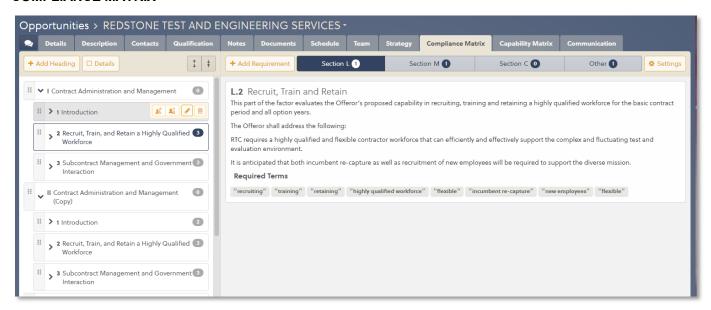
- View Team.
- View teammate workshare percentages.
- View past teaming arrangements.

STRATEGY



- Develop capture strategies.
- Conduct Black Hat or Competitor Review and rate companies and evaluate yourself and the competition with a SWOT Analysis. Select rating – very weak to very strong with numeric color-coded system.
- Perform separate SWOT analyses for each potential competitor. Add prime and subcontractor competitors
 using the Search function and assess competition's strengths, weaknesses, etc. and rate competitors very
 weak to very strong with numeric color-coded system.
- Create list of Customer Concerns, issues, problems, and hot buttons to be used in developing solutions.
- Map Customer Concerns to Features/Solutions, Benefits to Customer, and detail a proof point or experience example to validate the solution and benefit. Designate which Features/Solutions are discriminators and innovations.
- Develop Win Themes based on Customer Concerns, Features, Benefits, and Proof Points. Refine Win Themes in work space and indicate when they are approved by management and are finalized by the Capture Manager. This allows Proposal Manager to use them in the proposal.

COMPLIANCE MATRIX

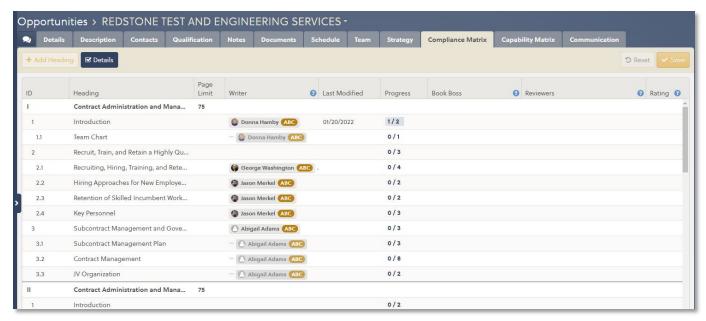


- Create Proposal Outline by Volume.
- Add proposal subsection, to desired level.
- Input Section L, Section M, Section C (PWS/SOW), and other requirements.
- Map requirements to Proposal Outline.
- Set Required Terms and map to individual outline sections.



Add capture strategy, win themes, innovation, hot buttons, key words, required terms to map to outline.

COMPLIANCE MATRIX DETAILS/ASSIGNMENTS



- Under Details/Assignments button (upper left) assign page limits, writers, book bosses, and reviewers.
- View progress of writers against number of requirements addressed.
- After review, view reviewers' color-coded ratings for each proposal section, view overall volume rating, and number of sections at each rating level.

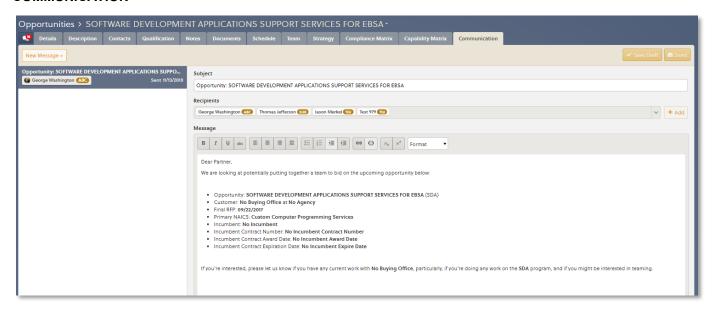
CAPABILITY MATRIX



- Develop dynamic customizable Capability Matrix of all potential team capabilities.
- Create capability matrix for proposal from dynamic inputs.



COMMUNICATION



- Securely communicate with team using pre populated templates to streamline communications.
- Send communication to internal and/or external team.
- Create custom template with opportunity specific information OneTeam auto populates.