

ADVISE  
GUIDE  
SUPPORT



Are you confident you will be able to prepare a winning proposal?



Are you fully prepared and ready to respond to the ITT or RFP as soon as it arrives?

Would you benefit from receiving advice, guidance and support from BiD Masters to improve the quality of your proposals and improve your contract win probability?

**Take a look at our REWARD® packages to see how they will benefit you.**

Fixed prices start at £1,250 + VAT



# REWARD<sup>®</sup> Bid and Proposal Packages

With over two decades of bidding experience, we have distilled all of the understanding into our trademarked, best-practice methodology, called REWARD<sup>®</sup>. Supporting this methodology is a team of skilled professionals, a box of tools, and packages to suit all bidders' needs.

## ADVISE

### **ITT/RFP Analysis**

On receipt, we analyse the ITT/RFP and provide you with a report on the key information you need to respond in a complete, compliant and compelling way.

### **Book Plan**

From our analysis, we create a book plan detailing all of the documents required for submission, structured in a logical order. This ensures you don't miss any key requirements.

### **Bid Schedule**

We create a bid production schedule to achieve the key dates, designed to optimise your time and resources. This is created on our cloud-based tool and is accessible on-line.

## GUIDE

### **Response Outline with guidance**

To ensure the response meets the requirements of the ITT/RFP, we structure an outline response with guidance on how to complete the document to achieve the highest score.

### **Response Review**

Once your subject matter experts have populated the response documents, we review them and provide our assessment of how it will score, together with guidance on potential improvements.

### **Tools**

Our cloud-based tools, developed over many years, enable you to control and track the progress of your response.



## SUPPORT

### **Branded Word® Document Template**

To give your proposal the professional look, we design a Word template, branded appropriately, which meets the requirements specified in the ITT/RFP.

### **Response Writing**

As part of the Ultimate package, or as an optional extra, our team of specialist authors rework your technical submissions into consistent and compelling responses.

### **Response Graphics**

As part of the Ultimate package, or as an optional extra, our team of specialist graphic designers create informative and captivating graphics.

### **Proofreading**

Before the response is finalised, we proofread for grammar, spelling and consistency.

### **Formatting**

As the final step, we format the document to ensure it is structured correctly, meets any page caps and looks impressive. First impressions really do count.

### **Help Desk**

Throughout the duration of the response preparation, you will have unlimited access to the BiD Masters Help Desk.

# REWARD<sup>®</sup> Packages

We offer three standard packages, available for contract values up to £2 million:

## ESSENTIAL

Provides the basics to ensure you deliver a **complete** and **compliant** proposal.

## ENHANCED

Provides more detailed advice and guidance, coupled with more sophisticated tools to help you manage the process and deliver a **convincing** proposal.

## ULTIMATE

Full support to help you prepare a **compelling** and **high-scoring** response. You have the option to provide us with the technical details of your solution and we will do the rest.

As a preferred and trusted supplier to numerous multinational corporations, you can be sure you will benefit from our services.

Feature	Essential	Enhanced	Ultimate
<b>ADVISE</b>			
ITT/RFP Analysis	✓	✓	✓
Book Plan	✓	✓	✓
Bid Schedule	✓	✓	✓
<b>GUIDE</b>			
Response Outline	✓		
Enhanced Response Outline		✓	✓
Response Review	✓	✓	✓
<b>SUPPORT</b>			
Word <sup>®</sup> Template	✓		
Enhanced Word <sup>®</sup> Template		✓	✓
Proofreading	✓	✓	✓
Formatting	✓	✓	✓
Help Desk	✓	✓	✓
Document Control Tool		✓	✓
Progress Tracking tool		✓	✓
Response Writing			✓
Response Graphics			✓



# REWARD<sup>®</sup> Package Prices

Prices start at **£1,250 + VAT**

As there is usually a direct correlation between the contract value and the complexity of the tender, we have based our pricing on the total contract value. We define contract value as the figure assigned by the customer for the full term of the contract, without optional extensions. For more complex or higher value opportunities, we provide bespoke solutions tailored to your specific requirements.

If you prepare multiple bids, you could benefit from our annual subscription service, which provides on-call support throughout the year.

Contact us to find out how we can help you win more business:

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bid-masters.com

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