

Proposal Analysis

Responsible for working directly with Business Development Managers, Contracts, Engineering and Finance by supporting the development, writing, and editing of proposals.

Develops, plans and schedules proposals. Compiles cost, schedule, and technical elements in the development of proposals in accordance with request for proposal (RFP) specifications. Under direction of the program leads and management must be able to create or edit new portions of content for specific RFP's. Coordinates the collection and accumulation of cost, scheduling, and performance elements from functional departments. Researches and analyzes historical data, develops cost models to support proposal efforts. Coordinates activities and participates in fact-finding meetings. Participates in should-cost and pricing reviews with management and customer representatives. Participates as a member of the contract negotiating team. May require working with multiple business areas and all areas of the organization to create compelling proposals that effectively present solutions to meet the needs of our clients and prospects.

Knowledgeable of proposal development process for winning federal and foreign government proposals. Maintains technical/grammatical accuracy of baseline content and outlines RFP's including creating compliance matrices. Writes, edits, formats and coordinates the preparation of materials needed for each proposal. Handles all administrative functions including final proposal production, reprographics, binding and finishing of document(s). Coordinates final book check process and ensures proposals are delivered within designated timeline.

	Level 1	Level 2	Level 3	Level 4	Level 5
	Proposal Analyst I	Proposal Analyst II	Proposal Analyst III	Sr. Proposal Analyst	Proposal Manager
Knowledge	Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.	Frequent use and general knowledge of industry practices, techniques, and standards. General application of concepts, and principles.	Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices.	Contributes to the development of new concepts, techniques, and standards. Considered expert in field within the organization.	Develops advanced concepts, techniques, and standards. Develops new applications based on professional principles and theories. Viewed as expert in field within the corporation.
Problem Solving	Solves routine problems of limited scope and complexity following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.	Develops solutions to a variety of complex problems. May refer to established precedents and policies.	Develops solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.	Develops solutions to problems of unusual complexity that require a high degree of ingenuity, creativity, and innovativeness. Challenges are frequently unique, and solutions may serve as precedent for future decisions.
Discretion/Latitude	Work is closely supervised. Follows specific, detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.	Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.	Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.	Works under consultative direction toward long-range goals and objectives. Assignments are often self-initiated. Virtually self-supervisory.
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.	Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.	Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.	Decisions affect the financial, employee, or public relations posture of the organization. Erroneous decisions or recommendations would normally result in failure to achieve goals critical to the major objectives of the organization.

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Proposal Analyst I		Proposal Analyst II	Proposal Analyst III	Sr. Proposal Analyst	Proposal Manager
Liaison	Contacts are primarily with immediate supervisor, and other personnel in the section or group.	Frequent internal company and external contacts. Represents organization on specific projects.	Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.	Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives.	Serves as prime consultant and external spokesperson for the organization on highly significant matters relating to policies, programs, capabilities, and long-range goals and objectives.
Minimum Education and Experience	0+ years directly-related experience w/Bachelor's Degree in Communications or Business-related field. Basic MS Word, PowerPoint and Excel skills.	3+ years directly-related experience w/Bachelor's Degree in Communications or Business-related field. Intermediate MS Word, PowerPoint and Excel skills.	6+ years directly-related experience w/Bachelor's Degree in Communications or Business-related field. Advanced MS Word, PowerPoint and Excel Skills.	8+ years directly-related experience w/Bachelor's Degree in Communications or Business-related field. Advanced MS Word, PowerPoint and Excel skills.	10+ years directly-related experience w/ Bachelor's Degree in Communications or Business-related field. Advanced MS Word, PowerPoint and Excel skills.