**Introduction**

Hamilton Consulting Solutions Corporation (HCSC) provides solutions for various Management complexities by integrating knowledge, subject matter expertise, repeatable processes and “best of breed – best commercial” change and project management processes.

As part of our Management team Patricia Hamilton, offers **Proposa**l and **Capture** Development. I will tailor my proposal management services to meet my customer’s needs — from assisting with capture management and managing the proposal team, to preparing your technical/management volumes and help with pricing. Whether your program is large or small, I have the expertise and track record to provide you with the support you need to win.

**What I Offer**

#### **Short-term tasks**

#### **Recurring projects**

#### **Long-Term contract work**

I understand that business capture and proposal development undertakings are high stakes investments — as well as the lifeblood for most federal contractors. But chances are, you don’t always have the right people on staff to perform all the required functions and you can’t sacrifice operational performance by pulling your key talent from their primary mission to work on proposals— I can quickly help you fill those gaps.

For the past twelve years I have managed and grew HCSC by being the lead for all our Capture and Proposal writing. I have written and won over 40 plus proposals with very positive results. I have been the lead for our successes for our COMOPTEVFOR $83M IDIQ contract, Seaport-E, U.S. Coast Guard IT Support, U.S. Army BPA, as well as over 14 proposals for our Construction Division.

Our proposal to the U.S. Army for the GCSS effort resulted in the contracting officer asking us for guidance in the solicitation process as well as capturing our charts and graphs into their processes. Additionally, I have participated with multiple proposal teams as a subcontractor and have helped write, performed Red and Pink Reviews as well as conducted final edits. I have teamed with large companies such as SRC, American Systems, ManTech, BAH, MANCON, SAIC, as well as small companies such as JTSI, Centurium, Goldbelt and teamed and worked with Old Dominion University, Christopher Newport University and commercial companies for State and Locality endeavors.

I have become very diverse facilitating companies’ success by helping to understand their company’s goals, needs and business practices. I have written successful proposals for Teleradiologists, Daycare Providers, Construction Companies, Non-Profit organizations and Localities.

I have consistent processes when starting the proposal process weather performing as a solo **Proposal Manger** organizing and managing all activities beginning with preparation of the proposal plan, creating the outline after reviewing the RFP, managing the proposal writers and team member assignments and overseeing color team review and production. I also have the expertise to be your **Senior Proposal Writer** utilizing my capabilities of writing all sections in a typical government proposal, from executive summary, to program, project, and contract management as well as risk and security management sections. Or if you are just in need of a second or third set of eyes I can perform as an **Editor** to clarify the consistency, style, formatting and sales message of your proposal.

I will bring my experience working as a Proposal Manager, helping lead to win for various stages of contract work. I can help with the development of strategy, team building, facilitation of technical solicitation and advise on pricing – serving as the key interface with senior management at every state of proposal development. The below is areas of expertise I will bring to the team:

**Proposal Readiness Assessment**

Proposal Readiness Assessment helps bidders ensure they can prepare a compliant and compelling proposal. It begins with a review of the company’s proposal methodologies. The process starts with an assessment including strengths and deficiencies, with a recommended fix for each deficiency. I can assist with all or at any point in your process with any of the below:

* Creation of Compliance Matrix and Outline
* Conducting a proposal win strategy session that allows your company to stand out
* Conducting a strong proposal kickoff
* Identifying roles and responsibilities / skill mix needed in the proposal team
* Proposal Writers: A constructive analysis of the process for writing the proposal sections
* Proposal Graphic Designer / DTP: An analysis of the development process and state of key graphics
* Resume Review: An analysis of the resume / staffing process and writing resumes to 50% if needed
* Past Performance: An analysis of past performance write-ups

**Task Orders Contracts**

At HCSC we have primed as well as been a subcontractor for multiple IDIQ contracts. I know how much effort must go into task order management planning — from analyzing the solicitation and developing the technical approach to writing, reviewing, and producing the proposal — often all within a week or two. I offer expertise in preparing task order technical solutions and task order management plans — or, for larger contracts, experience in managing task order proposal teams.

**Best Practices Process for Better Results**

My **proposal** process outlines my formula for producing winning proposals. I understand the short time constraints you must work within, and I have fine-tuned the process to be efficient, robust, and easy to apply. Alternatively, if you wish to use your own proposal process, I am happy to work with your process.

**Capture Management**

I can help you with the pre-proposal (capture) process. I will work with your senior managers to thoroughly review your strategic objectives, capabilities, strengths, weaknesses, and competitive posture, which will lead to development of a realistic win plan for any upcoming opportunities. I can provide talent with the strategic insight and domain expertise needed to help position you to capture the opportunity. I can provide expert support in every stage of the capture process, including:

* Evaluate future opportunities (are they real, are they funded, are they winnable)
* Analyze market, competitors, and partnerships/subcontractors (develop initial price-to-win target)
* Identify and assess key customer decision makers to understand their priorities and hot buttons
* Develop the capture (or win) plan and lead its implementation
* Determine budget (marketing / proposal development)
* Help determine the resources needed for capture and proposal development — including identification and selection of team members or subcontractors
* Establish periodic, independent reviews of capture status to ensure senior management maintains a clear understanding of progress and challenges (completeness, effectiveness, schedule, budget)

Let me help you pursue federal contract opportunities more strategically and successfully by providing you with proven proposal and capture management expertise and support.

Kind Regards,

Patricia Hamilton

Patricia Hamilton

President/CEO

Hamilton Consulting Solutions Corporation

Business Overview

DUNS# 809621290

CAGE Code 50HT0

Organization S Corp

Incorporated 2008

Economically Disadvantaged Woman Owned Small Business (EDWOSB), DBE, WMATA DBE and SWaM Certified