

Filtering, Accepting, Rejecting and Assigning Comments

In the past, Color review teams would turn over stacks of paper forms with comments and suggestions. These were hard to read, hard to track and hard to monitor without duplicating all the comments and then creating a spreadsheet that listed all the comments. With the Scorecard, all the comments are typed up for you in an Excel Worksheet. You can:

- ▶ Sort By Reviewer
- ▶ Sort By Section
- ▶ Sort By Category to Help Prioritize
- ▶ Sort By Page Number
- ▶ Sort By Assigned To

Once you sort the comments, you can also print off reports for each Author or Section to deliver to the Team.

The following bullets explain the Steps the Proposal Manager should take to manage the Recovery Process. For each comment:

- ▶ Assign and Action of either Accepted, Accepted w/Comments, or Rejected. (Note, you can add/edit options for this drop down menu by typing them on the Author Page under the proper heading.)
- ▶ Add comments if you need to
- ▶ Assign the Recommendation to the Appropriate Author by Using the Drop Down
- ▶ Using the Sort Tool to the Right of the Assigned to Heading, Create and Print Assignment Reports for Each Author.
- ▶ Monitor the results and update the Status of each recommendation

TIP: If you save the Recommendation to a New File, you can delete the weaknesses and comments (leaving the Strengths) to see a change in your proposal score cards after the Color Review team. If you save these, they make a great tool to compare and evaluate the accuracy of your Color Review Teams after you get the Actual Source Board Evaluations.

Recommendation	Pg.	Action
	20	Accepted Accepted w/C Rejected
mention that our key personnel are already employees and ready to start on day one after contract award.	21	
would add a pull quote or something that states 5 transitions in the past 4 years with degradation to mission success and an average of 98% award fee. Maybe put a quote from one of our CPARs.	22	
We should name these eight positions in a table and then add our remedy for these difficult challenges.	23	
Consider rephrasing	24	
Let's mention that we have a dedicated transition team and a proven transition plan. We will be using	25	

