Finalizing the Volume Score Cards

After you have placed all the B documents into the Score Sheets, the score cards will automatically be created for you. If you set the documents up correctly in the preparation phase, you can simply copy a picture of the Score Card and paste it directly into a Power Point presentation for easy sharing with the team.

Changing the Scoring Criteria for Color Rankings

The ranking for various codes is set for you and you do not need to change this. However, if you want to change the scoring criteria, you only need to do this in one place. That is on the Master Score Card.

You can see that it is set so that a single small bad mark of only negative 3 points will still allow a Section to get a green. However, as soon as a section has more than two negative comments, the color ranking will go to yellow.

It will stay in yellow until it receives at least 3 major weaknesses and a minor weakness. If the Volume is very small and you think that 2 major weaknesses should make the section go to Red, then you should raise the low end of the Yellow scoring criteria to 71 and the high end of the Red score to 70. However, we at Proposal Geeks think that writers deserve a break. A yellow section will produce the same positive changes to your proposal without degrading the team.

To get a Blue, the current settings are set so that it takes 2 or more Significant or Unique strengths without any negative comments to receive a Blue. We find this to be the most common wording in Government Proposals. If you would like it to be easier or harder to get a Blue ranking, you can adjust the Green High Number and the Blue Low Number accordingly.

Changing the Point Value for Individual Requirements

We recommend that you do not change the point value for the individual documents without some careful thought. The current settings are based with the average rankings
and the color ranking highs and lows. If you give 25 points to a significant strength, it would give a Section a Blue ranking with only one Strength comment. Likewise, if you give a Significant Strength only 7 points, then it would take 4 significant strengths without any negative comments to achieve a Blue ranking. We don’t believe that this is a standard ranking system for most Government contracts. However, you will know your customer ranking systems better than we do. So we have made the scoring system so that you can change the numbers.

To change these you **ONLY** need to change them on the Volume 1 Score Card. The other score cards are linked to the Volume 1 Score Card. Replace the numbers in the shaded gray area under the Weight column with the new weights.