
Making a Suggestion

As you read the Proposal, you will have suggestions. These suggestions are collected as comments from you. The Ribbon divides the comments down into Scored and Non-Scored Comments. Scored Comments are the type of comments typically received from a Source Evaluation Board. Non-scored comments are very valuable and help improve the overall quality of the Proposal but they are not the types of comments typically received from a Source Evaluation Board.

Scored Comment Group

The Scored Comments Group has six categories.

- ▶ Past Performance Relevancy
- ▶ Risk
- ▶ Clarification Request
- ▶ Deficiency Report
- ▶ Strength
- ▶ Weakness

The basic evaluation score is either a Strength or a Weakness. In the majority of Government proposals, the ranking is based on the number and type of Strengths compared to the Number and type of Weaknesses. The comments in this group are the types of comments that you can expect from an actual Selection Source Evaluation Board (SSEB). These recommendations can really help a Green or Yellow Proposal go to Blue.

Some evaluators may only choose to use these two commands. However, weaknesses can be further broken down into the other four categories of: Past Performance Relevancy, Risk, Clarification Request, and Deficiency Report. Deficiency Reports can be used to score any form of NON-COMPLIANCE if the evaluator sees a missing portion which is causing the proposal to be non-compliant.

Non-Scored Comments Group

The Non-scored Comments Group is for making comments that you would typically get from internal Proposal type evaluators. These comments are not the type of comments that you would typically receive from an SSEB, but they are valuable comments that could help your proposal. These comments are broken down into the following comment categories:

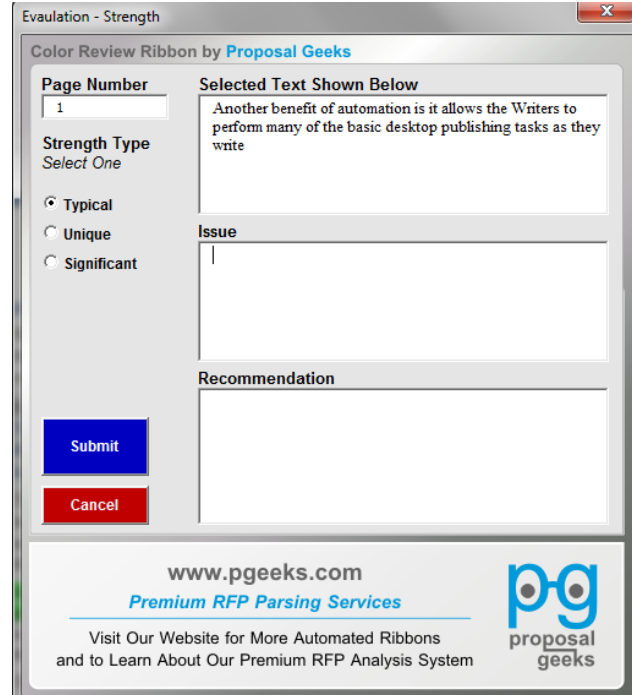
- ▶ Edits
- ▶ Strategy
- ▶ Compliance

Making a Scored Comment

To use one of these commands, the Evaluator first selects some text in the Proposal. They then click the appropriate command. A dialog box will appear. The dialog box will populate itself

with the page number and text that the Evaluator has selected. The evaluator can then type in an issue and a suggested recommendation. Each category is broken down into individual categories. The default category is selected for the evaluator. They can choose to accept the default by doing nothing or they can select a radio button by one of the other subcategories by choosing the appropriate topic.

When they finish completing the dialog box, they click the Submit button. The information from the dialog box is transferred into the B document table and the Evaluator is sent back to the document they were in at the same place they left it. The text they selected is highlighted with a color that denotes the type of comment they made. It serves as a reminder to them of where they left off and that they have already commented that selection. They can make another comment with the same selection by highlighting it again if they want to. The selection will change the highlight color to the last type of comment they made.



Subcategory Topics

Each Comment Dialog box has radio buttons to determine a subcategory topic for the type of comment. These subcategories help the Proposal Manager quickly prioritize the recovery phase and allocate resources to the recommendation. They also help give a better estimated score since some topics will have greater point values than others. The following subcategories are shown below.

Score Comment Categories and Subcategories

Relevancy Type <i>Select One</i> <ul style="list-style-type: none"> <input checked="" type="radio"/> Recency <input type="radio"/> Scope <input type="radio"/> Complexity <input type="radio"/> Contract <input type="radio"/> Dollar Value <input type="radio"/> Other-Relevancy 	Risk Type <i>Select One</i> <ul style="list-style-type: none"> <input checked="" type="radio"/> Low <input type="radio"/> Medium <input type="radio"/> High 	Clarification Type <i>Select One</i> <ul style="list-style-type: none"> <input checked="" type="radio"/> Minor CR <input type="radio"/> Major CR 	Deficiency Type <i>Select One</i> <ul style="list-style-type: none"> <input checked="" type="radio"/> Minor DR <input type="radio"/> Major DR 	Strength Type <i>Select One</i> <ul style="list-style-type: none"> <input checked="" type="radio"/> Typical <input type="radio"/> Unique <input type="radio"/> Significant 	Weakness Type <i>Select One</i> <ul style="list-style-type: none"> <input checked="" type="radio"/> Minor Weakness <input type="radio"/> Major Weakness
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Non-Scored Comment Categories and Subcategories

Edit Type <i>Select One</i>	Strategy Type <i>Select One</i>	Compliance Type <i>Select One</i>
<input checked="" type="radio"/> Rephrase	<input checked="" type="radio"/> Theme	<input checked="" type="radio"/> Missing
<input type="radio"/> Addition	<input type="radio"/> Customer Focus	<input type="radio"/> Non-Responsive
<input type="radio"/> Deletion	<input type="radio"/> Competitive	<input type="radio"/> Organization
<input type="radio"/> Accuracy	<input type="radio"/> Cost	<input type="radio"/> Not Required
<input type="radio"/> Spelling	<input type="radio"/> Contract	<input type="radio"/> Other-Compliance
<input type="radio"/> Grammar	<input type="radio"/> Other-Strategy	
<input type="radio"/> Graphic		
<input type="radio"/> Format		

Making Comments on Graphics

To make a comment on the Graphic, select the Figure Callout, Action Caption, or reference to the Graphic. *Do not select the graphic.*