

## **Proposal Tips and Best Practices Multnomah County Procurements**

1. Turn your proposal in by the due date and plan for delays.
2. Remember to use proper conventions, good grammar and style.
3. Tell your organization's story. Don't presume the evaluator panel knows your organization's story and relevance to the procurement. Know where your organization fits within the system of care available in Multnomah County.
4. Examples are welcome and often appreciated by evaluators. Use stories to demonstrate accomplishment of client service goals and tie to the specific procurement.
5. Handling organizational situations.
  - a. If your organization is small and just starting out: describe steps you will take to get up to speed. Don't be a silent on a topic because you're not there yet.
  - b. If your organization is undergoing change: be honest, since program managers likely have familiarity with your organization.
  - c. If something "bad" has happened to your organization: Admit it and demonstrate steps to move forward.
6. Use of volunteers. Describe scope of work, training and supervision.
7. MOUs and partnerships. Demonstrate a true partnership and ensure partner agency is fully trained and ready or will receive ongoing training.
8. Your budget should tell a story and be accurate. Outline term for budget, whether it's start up funding, ongoing. Describe outlays to partnership organizations, if any.
9. Outlining your proposal. Don't scatter responses requiring evaluators to find pieces of information.
10. Make sure you've addressed each and every evaluation criteria completely.
11. Don't include additional information that isn't required. Consider page limits and whether a cover page will be counted toward your total.
12. Ask someone to read through your proposal to ensure completeness, wording and catch typos.