PROPOSAL DEVELOPMENT AND OPERATIONS MANAGEMENT SOLUTIONS THAT WORK FOR YOUR BUSINESS.

Pens Down is a proposal development and operations management consulting firm that assists clients in the structured pursuit and support of new business. We offer the sophistication and expertise of a large consulting firm with the energy, passion, and personal attention of a small one.

Our proposal consulting services include the following essential offerings:

- **Training** based on innovative capture and business development methods to enhance your skills and position you in front of opportunities.
- **Research and pipeline management** ensuring you never miss a piece of the action.
- **Proposal strategy, management, writing, and editing** by professionals who, not only have the experience, but also a passion for their field of expertise.
- **Staffing and level of effort estimates** that give you the edge needed to win the contract.
- **Proven and successful cost models** that mitigate the risk of under bidding.
- **Complete proposal production and shipping service** which takes the burden from your busy schedule and allows you to focus on the next opportunity!

www.PENS-DOWN.com

LET OUR RESOURCES AND EXPERIENCE BE YOUR WINNING TEAM.

Pens Down works collaboratively with our clients to identify opportunities and offer the right mix of services. To us, every client is unique; therefore we offer a variety of options tailored to your specific requirements, environment, organizational culture, and budget. With targeted support, the right tools, and our forward thinking people, we help our clients win more work in less time.

Our proposal consultants have an average of 15 years proposal experience, and are considered among the best in the business. We know what it takes to deliver customer-focused, cost-effective proposals, and do so in ways that make proposal development a positive, less stressful, experience. By adding Pens Down to your team, our expertise becomes your own.

Extended Offerings

Pens Down also offers post award support to mitigate any learning curves that may present themselves after the win. Our operations management services include:

- Transition schedules using Microsoft Project and based on industry best practices and real life operational experience.
- Development and production of contract specific deliverables including standard operating plans and procedures, quality control plans, safety plans, contingency plans, work schedules, and more.
- Recruiting and hiring support for both incumbent employees and prospects, as well as EEO reporting.
- Human resource assistance for compliance with SCA, CBA and Exempt workforces.

Pens Down post-award support ensures an organized and structured management approach during and after transition. We can even assist you with accounting, bonding, and receivables financing.

Our mission is to help you work smarter to win more!

Pens Down

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