#### **About Us**

Amo Creative Solutions, LLC was founded out of a desire to make high-quality marketing tools available to companies of any size. Whether it be supplementing the work of an existing marketing department or providing services for businesses who choose against employing full-time marketing staff in-house, we are here to help.

We are not your "jack-of-all-trades" marketing agency. We focus primarily on providing services to professional services firms, especially those in the design and construction industry. We believe these organizations benefit from the services of marketing professionals who are well-versed in their industry, and that is exactly what we provide.

We offer a broad range of services, determined based on the needs of the firms we work with, along with the areas of expertise of our own team members.

We won't accept a project unless we know we can provide the best possible result.





Planning, design and development for your marketing and communications needs.

46649 Indian Brush Ct. Parker, CO 80138 p. 303.263.2337 www.amocreativesolutions.com PROPOSAL DEVELOPMENT SERVICES

Call us today! 303-263-2337

## OUR PROCESS

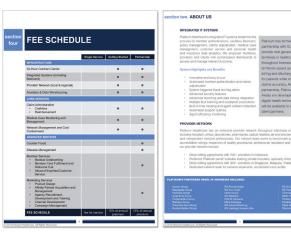
## Discovery

During Discovery, we review any relevant proposal or solicitation documents to evaluate what is required within the final submittal. If no documentation is available, we discuss and evaluate with the client to determine the objective of the submittal and its contents. Next, we develop a work plan outlining individual sections, desired content, responsible parties and due dates. This work plan is shared with all participants.

# Data Gathering

Data Gathering involves the collection and organization of all materials needed to complete the final submittal. The materials we receive are cross-referenced with the work plan to make certain all necessary information has been gathered.

Ease your proposal workloads by outsourcing production efforts or utilizing our quality control reviews before final submission.



## Layout/Initial Production

This stage involves the initial layout of the submittal documents. We create color schemes, templates, and make font and formatting decisions. We plug-in the content collected during Data Gathering and verify this information against the work plan and the original solicitation documents to make sure all requirements have been addressed. We then submit a draft to the client for review and feedback.

#### Review

During Review, the client evaluates the draft of the submittal. This evaluation encompasses both the aesthetics and content. Once this review is complete, the client provides their feedback and any edit requests to Amo Creative Solutions, LLC to incorporate into the submittal. Timely feedback is key in order to achieve milestones or deadlines. If time allows, we can include additional reviews (ie. Red Team Review followed by Gold Team Review).

### Final Production

In the Final Production stage, we study the feedback from the client and make edit requests to the documents. We conduct a final comparison of the submittal contents against the solicitation requirements, then run an electronic spelling and grammar check. This is followed by an internal print check, where we review the document for color coordination, layout and overall flow. At the end of this stage, we send a final PDF of the document to the client for printing/distribution. This marks the completion of the process.

Some stages of the proposal development process may overlap. For example, we may begin Layout/ Initial Production while some Data Gathering is still in process in order to meet a tight deadline. This may also occur when Review comments are submitted in portions, making it necessary for us to begin Final Production efforts while some edits are still under consideration.

Contact us today to see how our proposal development services can work for you!

