



Jeanne M. Smith
Senior Consultant, RWB Aerospace Professionals

As a Senior Federal Proposal Manager and Writer with an 87% win rate, Jeanne enables companies to increase their revenue by creating proposals that profit from new procurements, that retain current contracts, and that win contracts from entrenched incumbents. Jeanne positions companies to surpass the competition by showcasing their differentiators, service and product features and benefits, and added value in response to various procurement vehicles including RFPs, RFIs, questionnaires, and surveys.

- Proposal Development & Writing
- Proposal Management
- Compliance Assurance
- Color Reviewing
- Capture Planning
- Proposal Center Directorship
- Business Strategy
- Trainer and Mentorship

Accomplishments

- 87% Win Rate over 20+ Years** As a Senior Consultant, has led, written, and coordinated over 2,975 highly competitive and complex federal proposals. In addition to managing and writing proposals, she serves as a business development manager, business strategist (for opportunity assessments, core capability promotion, and team positioning), capture planner (including competition assessment and proposal management plan development), proposal center director, volume lead, color reviewer, compliance specialist, editor, trainer, and RFP developer.
- Broad Proposal Experience** Approximately 95% of Jeanne’s clients are defense, healthcare, and space contractors. Jeanne supports bids to many federal agencies including DOD, DHS, NASA, DHHS/DHA/CMS/ERSA, NGA and NGIA, DOS, NOAA, TSA, DOT, VA, GSA, Treasury and FMS, DOI, NGA, USGS, DOE, DOJ, HUD, and many others.
- Superior End Products** Proficient in creating Executive Summaries, proposal volumes, management-related material, business processes, past performance summaries and contract summaries, related projects, resumes, support plans, and more. Is especially skilled at producing compliant proposals that clearly highlight the clients’ unique offerings in a format that customers find easy to navigate.
- Proven Proposal Process** Participates in bid strategy teams that include developing Bid/No Bid decisions if requested. Identifies proposal and programmatic risks and mitigations. Analyzes RFP requirements and develops compliance matrices. Creates style guides and templates if needed. Develops resource and proposal management plans, budgets, high-level and annotated outlines, schedules, and writing assignments. Conducts kickoffs, color reviews, status, special topic meetings, and lessons learned discussions. Manages all proposal processes, pre-solicitation releases, and post-submission activities.

Partial Client List: ACS, Aetna, Amerigroup, Anthem, ATK, BAE Systems, Bechtel, Caliburn, Cisco Systems, CivicActions, Cloud Sherpas, CSC, CSRA, Electronic Security Systems, Epic Staffing, Ernst & Young, ESM, FEI, Goodman Ball, GTE, HealthNet, Holland & Knight, Integrated Security Systems, JPMorgan Chase, Kaiser Permanente, KEPRO, LGS, LEIDOS, Linc Government Services, Lockheed Martin, Magellan, MBDA, MHN/HealthNet, Net.America, Northrop Grumman, Peraton, PRI, Raytheon, Sierra Nevada Corporation, SRA International, SS Loral, Space Vector, Ultra, UnitedHealth Group and Optum, Ultra ATS, URS, Verizon, Vista Technology Services, and many more.

Qualifications:

- BA Degree in Psychology
- Certified in Shipley Associates' *Proposal Methodologies*
- Certified in Shipley Associates' *Managing and Writing Competitive Federal and Commercial Proposals*
- Certified in Proposal Management, Winning Competitive Proposals, Practical Management for Scientists and Engineers, Innovative Contracting and Practical Approaches, Government Contract Administration, Finance, and CQA Management
- Corporate and Public Trainer
- Member of Association of Proposal Management Professionals, Society for Technical Communication, Institute of Management Consultants, Society of Competitive Intelligence Professionals, National Contract Management Association

Applications:

- MS Office Suite (Outlook, Word, Excel, PowerPoint)
- SharePoint
- Privia
- e-Project.