

# Program/Project Management

## LORs & ELORs

QC LOR/ELOR for spelling and punctuation

Follow the formal advertisement and do full review of the scope

Provide examples of innovative ways to meet scope requirements

Request and review all available documents

Review previous contract awards LOR/ELOR and scores

Include FPIDs of previous and relevant project work in LOR/ELOR

Include key team members names, roles and availability in LOR/ELOR

Include names of FTE / District references in LOR/ELOR

## Technical Packets

Consider page numbers and key member photos

Structure your team around the key elements of the project

Designate QC Reviewers from QA/QC Managers

Make sure org chart matches proposed team

Organize material in order of scope/requirements

## Oral Presentations & Q&A Sessions

Understand the scoring criteria included in the shortlist package / RFP and prepare in those areas

Allow all members of your team that are in attendance an opportunity to answer questions or provide input

Be creative and innovative but make sure your innovation is feasible