

# Sample Proposal Outline



Proposal Development Office  
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Construct an outline to organize the proposal. An outline shows the structure of a proposal—sections, authors, pages, evaluation criteria—and guides the team through the writing process. Follow the solicitation instructions and mirror the solicitation numbering system (such as I.A or A.I, or 1-2-3). A well-constructed outline allows the proposal manager to track individual writing assignments, assess status during meetings, and keep track of files.

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RFP Reference	Proposal Section	Pages	Author
D.3.1.a. Technical Approach, p. 55 Volume 1—Technical Application, A. Technical Approach, Bullet 11, p. 60 A—Program Description, 5, bullet 6, p. 10 B. Systems Engineering Approach, p. 23-24 E.1 Criteria for Selection	A.7 Systems Engineering Process	3	W. Gates
E.1, bullet 1 and bullet 7, p. 73	A.7.1 Key Elements and Benefits of Proposed Approach	[1/2]	
B. Systems Engineering Approach, p. 25-30	A.7.2 Systems Engineering Deliverable Documents	[2]	
Conducting a Federally Funded Smart City Demonstration, p. 20	A.7.3 Lessons Learned from Other Federal Programs	[1/2]	