

COPYEDITOR AND PROOFREADER FOR TECH RFP RESPONSE

Issue

Solution

Impact

A boutique consulting company needed assistance with an **RFP response (proposal)** to provide technology implementation and advisory services to a publicly held organization.

Specifically, they wanted to **simplify the language and** make the proposal **easy to follow**.

Copiedited the proposal, provided suggestions on **structure, positioning the solution** options, **alignment** to the RFP, and tips to **enhance readability** for procurement and other non-technical reviewers.

Proofread the formatted and branded PDF document prior to submission.

As with many RFPs, it had to be worked over the end of **year holiday period**. The client and I established a **timeline** so we could both enjoy time off while completing the work.

Proposal completed **on-time** without last minute rush. Client **capabilities were showcased** and **aligned with the RFP request** to ease review by procurement.

Proposal **aligned internally** with **consistent messaging, tone, style, voice, and metrics**.,

DETAILS

SKILLS

- Copyediting
- Copywriting
- Proofreading
- Critical thinking
- Coaching
- Attention to detail

TECHNOLOGY

- Microsoft Word
- Adobe PDF

TESTIMONIAL

“Thanks for your first round of edits. They were great and all accepted. Some led to other enhancements and changes.”

“Welcome your thoughts on how to address [that] also.”

SAMPLES



Company can help you achieve your [below-stated](#) objectives and more. What follows is our carefully tailored roadmap designed to mature your program. The exciting outcome will empower Company with the tools and confidence to [become-create](#) a stronger, more resilient future. [We'll help you:](#)

- Establish a program aligned with industry-recognized frameworks.
- Ensure regulatory compliance with relevant industry regulations.
- Foster a culture aligned with program.

R

Robyn

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👍

Deliverable table says 60-90 days

R

Robyn

...

👍

This is correct. It is spelled incorrectly in the RFP.

R

Robyn

...

👍

I'm not sure what these are. I can link the first and last bullets to the tables on the previous page

👤

Robyn

...

👍

Need some segue into the bulleted list. There are too many sentences between the first sentence and the bulleted list for the reader to make the connection. The paragraph reads well, so suggest adding a segue.

R

Robyn

...

👍

30 business or calendar days?

TIMEFRAMES
Available within first 120 days
Per event
Within 30 days after assessment
Monthly/Quarterly
TBD in alignment with the roadmap and organization calendar
TBD in alignment with the roadmap and organization calendar

Trusted leader [with-the-ability-to who can](#) bridge gaps and provide clear guidance and strategic direction.