



#### BENEFITS

- **Improved Efficiency** - Significant reduction in time spent emailing/calling teammates
- **Increased Control** - Centralization of all documents and versions associated with a task order RFP
- **Improved Productivity** – Workflow automation keeps the process moving to meet short task order RFP turnaround times
- **Flexibility** – Process can be easily modified to address changing requirements and lessons learned

#### IMPLEMENTATION HIGHLIGHTS

- Privia by SpringCM supports communication and collaboration with fifty teammates on a major IDIQ contract
- Process automation enables quick (less than 10 day) response time on task order RFPs
- Teammates typically trained on Privia and the CTC process in a few hours
- Major revisions to workflow implemented in twenty minutes

## Improving Teammate Communication, Collaboration and Productivity on Task Order RFPs

### With Privia by SpringCM

**Concurrent Technologies Corporation (CTC)** is a nonprofit, applied research and development professional services organization established in 1987 with more than 50 locations and over 1,400 employees. CTC serves government and industry customers in the areas of advanced materials and manufacturing; energy and environmental sustainability; readiness; and command, control, communications, computers, intelligence, surveillance, and reconnaissance. CTC is deeply committed to small business participation on its bid teams, and has a small business vendor database with over 650 potential teaming partners.

With such a heavy reliance on teammate communication and collaboration in the government proposal development process, CTC was looking for a comprehensive solution. The ideal solution would enable CTC to create and automate a structured and repeatable process for both major proposal efforts involving inexperienced teams as well as task order contracts involving short turnarounds and a large number of teaming partners.

*“We compared twenty-one different solutions – from simply using network folders to portal-type applications,”* explained David McKown, the CTC staff member that managed the solution evaluation process. *“We selected two solutions for deep evaluation and ultimately chose to go with Privia by SpringCM for three reasons. First, its process designer is very easy to use. Second, its robust workflow system is fully integrated with document management and collaboration features. And third, we felt that SpringCM really understood the challenges of the government contracting proposal development process.”*

The solution evaluation had been completed and Privia purchased when CTC – and their 50 bid teammates – learned that they were awarded a large Indefinite Delivery/Indefinite Quantity (IDIQ) contract. CTC expects to receive 80-100 task order requests for proposal (RFP) a year under this contract, with a less than ten day turnaround on each proposal. *“Our teammates were integral to us receiving this award,”* added Dave McKown, *“and we felt Privia would enable us to create a level playing field for all members of our bid team.”*

CTC decided to use Privia to implement the IDIQ contract. There are currently ninety Privia users on this contract, including the fifty teammates. Privia enables CTC to keep everyone – from teammates to CTC PMO staff and subject matter experts – informed and on track to meet the tight deadlines for completing task order RFPs. As soon as a task order request is received, the CTC contract administrator uploads the details into Privia and uses the activity alert feature to notify all teammates of the opportunity. Teammates then use Privia to indicate their interest in participating on the bid team.



According to Dave McKown, Privia has led to significant time savings. *"If we didn't have Privia in place to automate our teammate communication and collaboration, we would have had to call all fifty of our teammates twelve times for each of the twelve task order RFPs we've received to date under this IDIQ contract."*

*We use Privia to automate the process of making a decision to pursue a task order, putting a bid team together, soliciting cost proposals and keeping everyone on task to write, produce and submit the proposal in a very short period of time."*

CTC relies heavily on process automation to manage the IDIQ contract task order RFPs. Automated reminders are built into the process, enabling CTC to keep all teammates and internal participants on task without program manager or contract administrator intervention.

*"I found Privia's process for creating a workflow to be extremely easy. As we've learned more about the client and contract, our teammates' capabilities and the implications of process automation, we've found the need to revise our workflow to better meet our needs. I recently completed the sixth major revision to our process, and it only took twenty minutes to complete."*

- Dave McKown, CTC Staff Member

CTC's well-defined process, combined with Privia's easy-to-use and intuitive interface and comprehensive features allow most teammates and new internal users to get up and running in just a few hours, leaving more time to focus on developing the content for a winning proposal.

## About SpringCM

SpringCM is the recognized market leader in enterprise-class, on-demand content management. Based in Sterling, VA, the Government Solutions Division of SpringCM is a provider of virtual workspace software that integrates workflow, document management, communication and collaboration features into a unified application that seamlessly integrates with the Microsoft desktop. Privia® by SpringCM®, is the leading bid lifecycle management software for businesses bidding on state, local and federal government contracts. For more information about Privia by Spring, please visit <http://www.springcm.com>.

### SpringCM Government Solutions Division

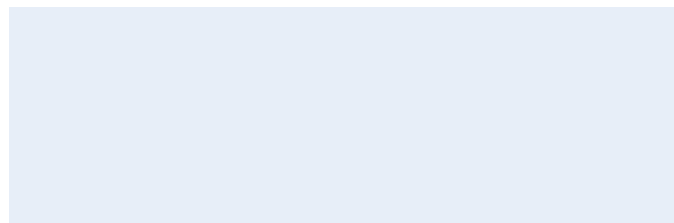
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