

Government Bid & Proposal Writing

For small contractors. Compliant, deadline-ready responses to IFBs, RFPs, and RFQs, so you can stay focused on running jobs while your bids go out complete, organized, and on time.

COUNTY

CITY

TEXAS STATE

FEDERAL

SERVICE TIERS

INTRODUCTORY LAUNCH PRICING · FIRST BID DISCOUNTED

Quick RFQ/IFB Response

Price-driven solicitations with standard forms and limited narrative.

\$395 per bid

First bid: **\$295**

- ◆ Solicitation review & requirements checklist
- ◆ Required forms, certifications & affidavits prepared for your signature
- ◆ Bid/pricing sheet formatted from your numbers
- ◆ Short capability or scope narrative
- ◆ Final compliance check & submission-ready package

Typical turnaround: 3–5 business days

Full RFP Proposal

Best-value evaluations requiring technical and management volumes.

\$2,500 starting

First proposal: **\$1,295**

- ◆ Full compliance matrix mapped to Sections L/M or evaluation criteria
- ◆ Technical approach, management plan & staffing narrative
- ◆ Past performance & résumés written from your records
- ◆ Pricing volume formatting & required attachments
- ◆ Two review-and-revision rounds

Up to ~25 pages; larger scopes quoted upfront

Monthly Bid Retainer

Steady bidding pipeline with ongoing monitoring and support.

\$1,150 per month

First month: **\$875**

- ◆ Bid monitoring across local, Texas (ESBD) & federal (SAM.gov) sources by your NAICS/NIGP codes
- ◆ Weekly opportunity digest with go/no-go notes
- ◆ Two Quick RFQ/IFB responses included each month
- ◆ 20% off any Full RFP Proposal
- ◆ Month-to-month; cancel with 30 days' notice

HOW IT WORKS

1

Submit the Solicitation

Send the IFB, RFP, or RFQ, addenda, and the due date. We confirm scope and price.

2

Compliance Matrix

Every requirement, form, and evaluation factor mapped and tracked.

3

Draft

Narrative, forms, and attachments built from your information.

4

Review

You review and approve; we revise and re-check against the matrix.

5

Final Package by Deadline

Organized, submission-ready package delivered ahead of the due date.

WHY VILLAFARRA ENTERPRISE

Compliance first

Every response is built on a requirements matrix, so required forms, page limits, and instructions are tracked, not left to memory.

Transparent, flat pricing

Published rates and a written quote before work begins. No hourly surprises.

Deadline discipline

Work is scheduled backward from the due date, with internal checkpoints and buffer time built in.

Local and direct

Based in Georgetown, Texas. You work directly with the person writing your bid.

Introductory rates apply to new clients and may change. Final price is confirmed in writing after solicitation review; rush deadlines (under 72 hours) may carry a surcharge. Client provides pricing, company information, and signatures and remains responsible for the accuracy and submission of the bid. Award is determined solely by the issuing agency and is not guaranteed.

Have a solicitation due? Send it over for a free scope review.

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