RMO User Guide

- **Proposal Managers**
- **Proposal Coordinators**
- **Content Writers**
- **Content Editors**
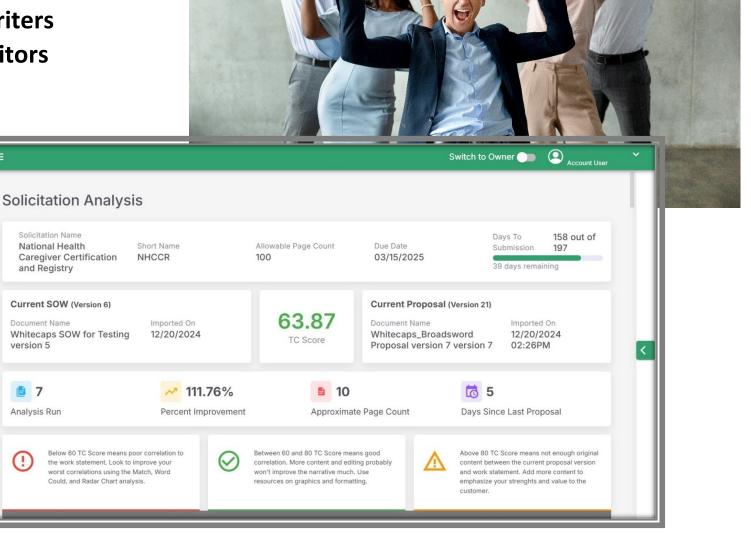
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1.0 Introduction

This document is the Account User's Guide for Relevant Match, a web-based application to optimize the written proposals for competitive solicitations.

Other documents for Relevant Match are:
Account Owner's Guide – available from the website at any time, and as a .pdf document within the applications when offline.

1.1 What is Relevant Match?

Relevant Match is software to help optimize the responsiveness of your proposal to the Work Statement through a process called "thematic correlation." Thematic correlation is a well-established mathematical calculus that can compare the content of one document to another. We have developed proprietary algorithms over 20 years of working proposals in the technology and services sectors. While Relevant Match Online is designed for business proposals, it can also be used to objectively evaluate how well any one document relates to any another document. With Relevant Match you will:

- Jump start your key themes.
- Keep you and your team on target for a high-scoring written proposal.
- Avoid major rework and restarts.

And this means less cost per written page, and an overall more efficient proposal effort.

1.2 What does Relevant Match do?

Relevant Match is software that generates a Thematic Correlation Score (TC Score) on each and every written proposal draft, shows where the proposal "answers the mail" with a high TC Score, or "misses the point" with a low TC Score. It shows the results in several different presentations and keeps track of the progress towards a high-scoring proposal.

Each document you upload into Relevant Match is automatically analyzed using our proprietary 10 Step Process and is automatically versioned. Versioning means that older documents are tracked and retained to open and revise at any time. So, you can see how document updates affect the thematic analysis and scoring.

Upload your Word or .PDF documents. One click launches the analysis feature, giving you multiple visual analyses. The whole cycle takes less than one minute, so you can run the analysis as quickly as you make changes in your proposal. You can gauge progress in every draft, to avoid wholesale rewrites. You can show your proposal team specifically where they need to write better quality narrative. You can provide your boss a status at any time.

1.3 Security

For more information about Relevant Match Online security, please refer to the [Cybersecurity White Paper](#)

1.4   How to use Relevant Match?

Relevant Match is designed to be easy to use. Relevant Match is designed specifically for the evaluation and comparison of Proposals to work statements. Using Relevant Match is very easy:

1. After signing up, use the Dashboard to select the Solicitation you want to work.
   - Each Solicitation and Proposal is different, even if you reuse content. Your Account Owner will pre-position one or more Work Statements, depending on your subscription.

2. Import your proposal drafts.
   - You can import Proposals in Microsoft Word and PDF one at a time.
   - New document versions are automatically versioned.

3. See Results and Comparisons.
   - View the analyses and summaries.
   - Explore each analysis by sorting and filtering.
   - Print or export the analyses and summaries.
   - Guide your proposal writers where to add or remove content to achieve a better and better match.
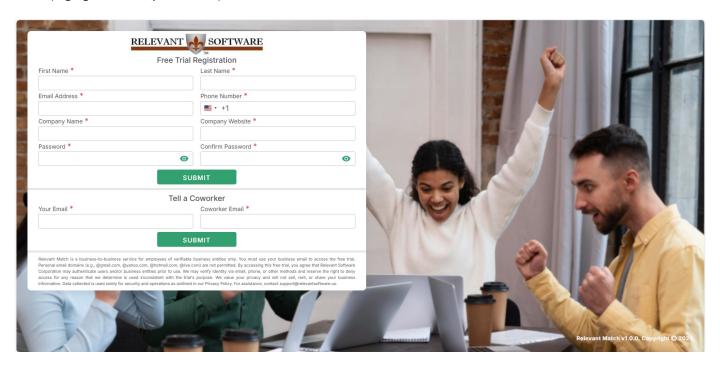   - Repeat until you have a high TC Score and a highly responsive proposal.

4. See the Analysis Results Summarized in the Dashboard.
   - The Dashboard tracks each proposal version.
   - You quickly and easily see how the proposal's versions evolve as a better and better match to the work statement.

1.5   How to access Relevant Match Online?

Free Trial Users

To register for a free trial, fill out the registration form with your company email, name, company details, and create a password. Please note that personal email domains (e.g., gmail.com, yahoo.com) are not allowed.

Paid Subscription Users

If you are part of the paid subscription, your Account Owner has already registered your company and assigned you as a User. You will receive (or may have already received) an email from Relevant Match Online with login instructions. Use only your company email, as your user access is linked to your company account.

Accessing Relevant Match Online

- Free Trial Users: Sign in using your company email and password.
- Paid Subscription Users: Log in with the credentials provided by your Account Owner.

For the best experience, we recommend using a desktop or laptop, as the platform's detailed content is optimized for larger screens.

To subscribe, visit https://www.relevantsoftware.us and complete your purchase. Once subscribed, log in to Relevant Match Online with your credentials.

Relevant Match Online is securely hosted by Microsoft Azure, one of the most powerful and secure commercial cloud platforms available. You can access the platform anytime via:

- The Relevant Software website: https://www.relevantsoftware.us
- The direct login page: https://rmo-hbe3gresf0hdcwge.eastus2-01.azurewebsites.net

2.0 First-time Log In

To access Relevant Match Online, follow these steps:

1. Go to https://relevantsoftware.us
2. Click the Log In button
3. Enter your provided username and password, then click Log In.
4. Once logged in, you can change your password if desired.

For security, ensure your password is strong and keep your login credentials confidential.

2.1 Recover Password

Relevant Match Online (RMO) uses Twilio to send a One-Time Password (OTP) only when you need to recover you password. If you forget your password, follow these steps:

1. Click "**Recover Password?"** on the main login page.
2. Enter your **username** associated with your account and click "**Send OTP**".
3. You will receive a text message on the phone number linked to your username.
4. Enter the OTP from the text message and click "Verify"
5. Once verified, you will receive an email with your forgotten password.

Note: This password recovery function is optional – you are not required to use it. If you prefer, you can ask your account owner to contact RMO support, and we can resent your password via email.

By Using Relevant Match Online, you agree to the **Terms and Conditions** of both Twilio and Relevant Match Online. We only use your phone number for the password recovery function. Standard message and data rates may apply.

Your security is our priority – we do not use your phone number for marketing any other purposes.

2.2 Sessions

The Sessions control limits the unattended use of the application by limited continuous use to 24 hours. For the security of your information, after 24 hours of use, the application will log out. Just log in again to continue. We recommend logging out of the application at the end of the workday to avoid unexpected closing.

2.3 Roles

RMO has two user roles: **User** and **Account Owner**
- User – A User works on proposals. This role may include proposal managers, proposal coordinators, content writers, or editors.
- Account Owner – The Account Owner manages the RMO subscription and oversees Users and Solicitations. This role can be assigned to any designated company employee. Only the Account Owner can:
  - Upload Solicitations into RMO, up to the subscription limit.
  - Manage Users, assigning them to one or more Solicitations.
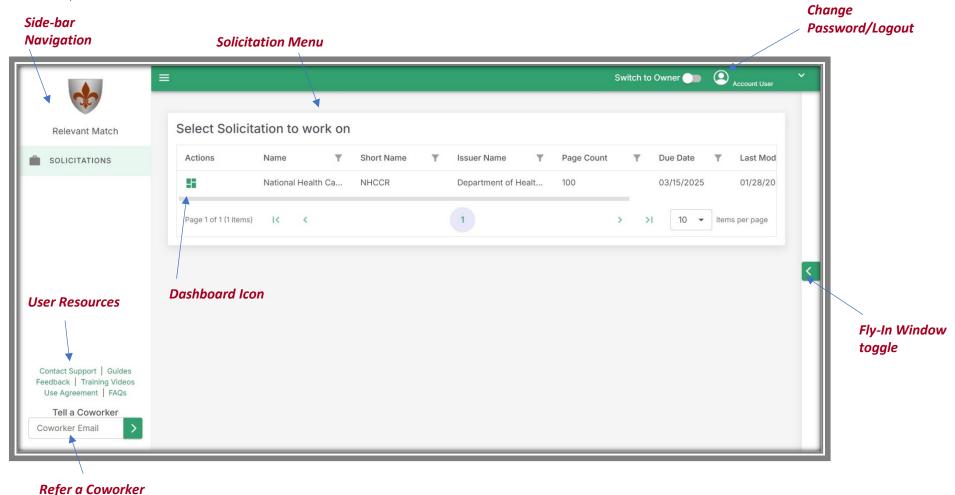 - May also act as a User if needed.

The table below outlines the permissions for each role:

Function	Account Owner	Account User
Access License Details	Click profile > Select "License Details"	Not Permitted
Manage Users	Go to "User Management" > Add, remove, or modify user roles	Not Permitted
Create Solicitations	Go to "Solicitations" > Click "Create New"	Not Permitted
Manage Solicitations	View, edit, or delete any solicitation	Not Permitted
Set User Limits	Define users per solicitation	Not Permitted
Switch to User Mode	Toggle "Switch to User" in profile menu	Not Permitted
Import Proposal	Not Permitted (unless Owner is assigned to solicitation)	Import Proposal on Dashboard or Analysis Screen
Generate Report	Not Permitted (unless Owner is assigned to solicitation)	Bottom of Analysis Screen
View Previous Analysis Runs	Not Permitted (unless Owner is assigned to solicitation)	Go to Dashboard and view Run Table
Change Password	Click profile > "Change Password"	Click profile > "Change Password"
Refer a Coworker	Enter coworker's email in "Tell a Coworker" Section	Enter coworker's email in "Tell a Coworker" Section
Logout	Click profile > "Logout"	Click profile > "Logout"

3.0 User Interface Overview

3.1 Window Interface Overview

Relevant Match Online is a web-based application. It consists of a Side-bar Navigation Menu, a Solicitation Menu, User Resources, Fly-In Window, Dashboard, and Refer a Coworker feature.

3.2 Side- Bar Navigation Menu

The Side-Bar Navigation Menu provides users with the **Solicitations** button in the sidebar navigation menu that takes you back to the Solicitations Menu. From there, you can access/view all the solicitations assigned to you by the Account Owner.
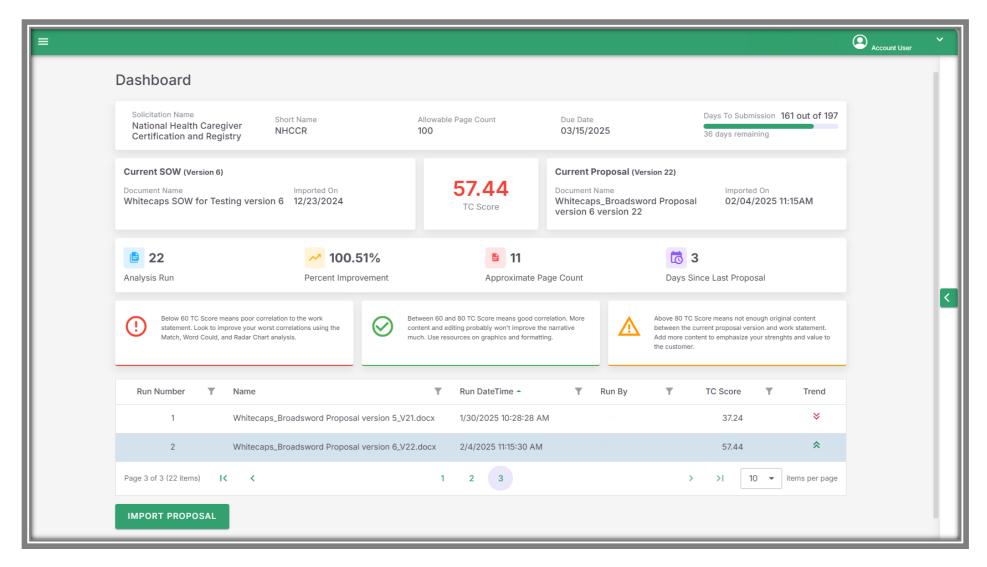
3.2.1 User Resources

At the bottom left of the screen, you'll find a collection of helpful resources to assist you with using the application. These include:

- **Contact Support** for immediate assistance. This option opens your default email application, allowing you to send a message directly to the Relevant Match support team.
  - **Guides for detailed instructions.**
  - **Feedback** to share your thoughts and suggestions. This also opens your default email application, enabling you to send feedback to Relevant Match team.
  - **Training Videos** for step-by-step walkthroughs.
  - **Use Agreement** for terms and conditions.
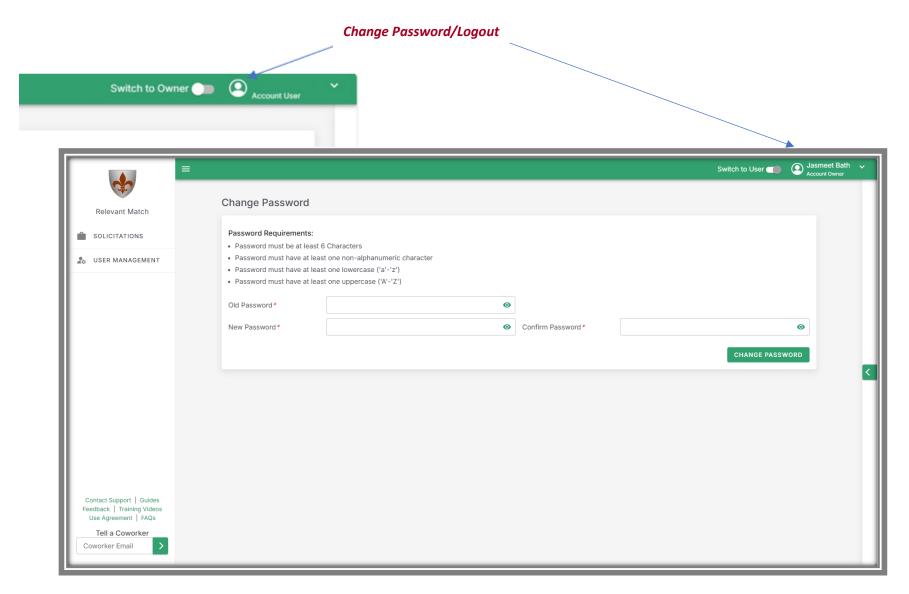 - **FAQs** to answer common questions.

3.2.2 Dashboard Icon

The "Dashboard" button allows users to navigate to the dashboard screen. This screen provides an overview of the latest analysis run, including critical details such as the latest solicitation name, document information, TC Score, and performance trends.
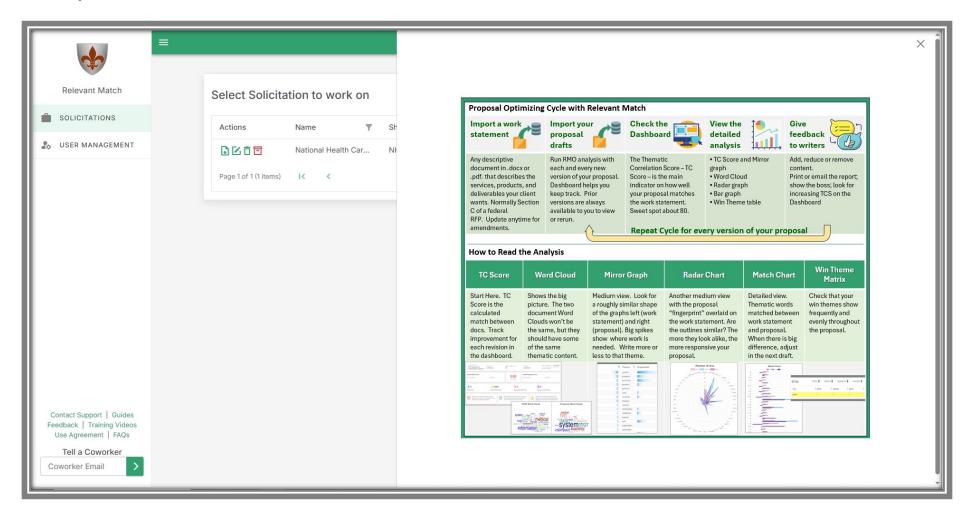
3.2.3 Change Password/Logout

Change Password/Logout

Your can securely update your account password to maintain account security. It also allows you to sign out of your account safely, ensuring that the session is closed, and your data is protected.

3.2.4 Fly-In Window

The Fly-In Window shows a graphic helpful tips and guidance to assist you in navigating and using the platform more effectively. The Fly-In window serves as a quick reference tool to support your workflow and ensure you get the most out of the application. It will be available to view anytime in the application. Just click the arrow to open. Then click the X to close it.

3.2.5 Refer a Coworker

This feature allows you to easily share Relevant Match Online with your colleagues. By clicking this option, your default Outlook email application opens with a preformatted referral message. You can personalize the email and send it directly to your coworkers, inviting them to explore how Relevant Match Online can help with their proposal needs. This feature makes it simple to spread the word about the platform's benefits within your organization.
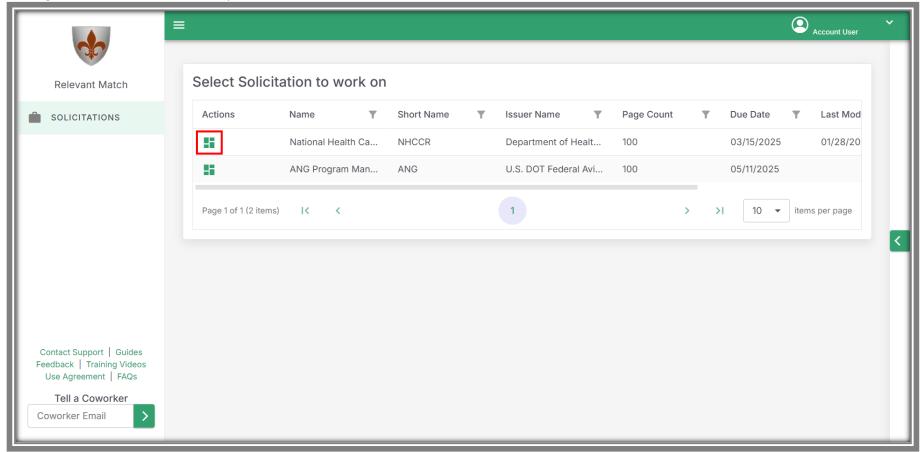
4.0 Step by Step

After you log into Relevant Match Online, you will see the Solicitation Screen. This screen displays a table listing all available solicitations that you have been assigned to, including details such as the **Solicitation Name**, **Short Name**, **Issuer Name**, **Page Count**, **Due Date**, and **Last Modified Date**.

To Begin working on a Solicitation:
1. Locate the solicitation you want to work on from the list.
2. Click the dashboard button (highlighted in red) under the Actions column. This button allows you to access the detailed view of the selected solicitation.
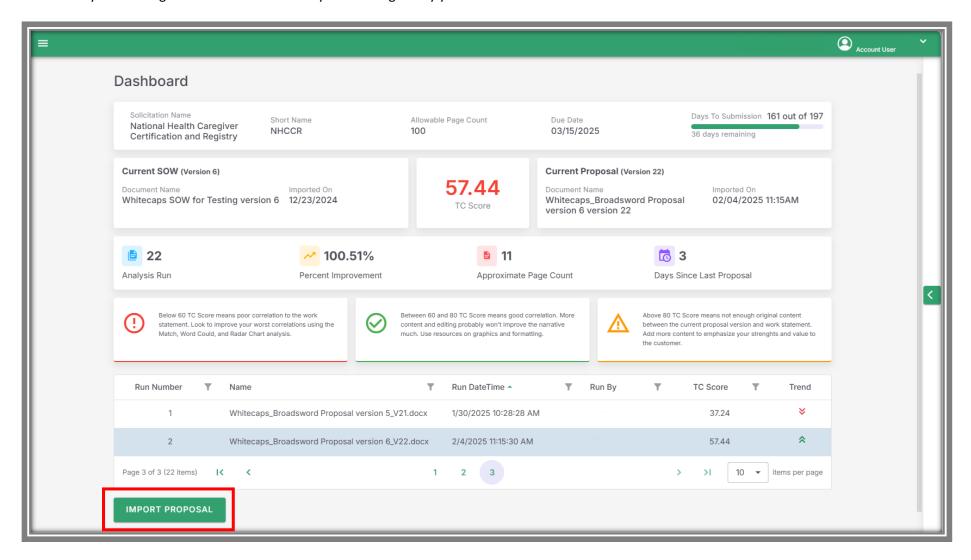
Clicking the dashboard icon will take you to the main dashboard of that solicitation.
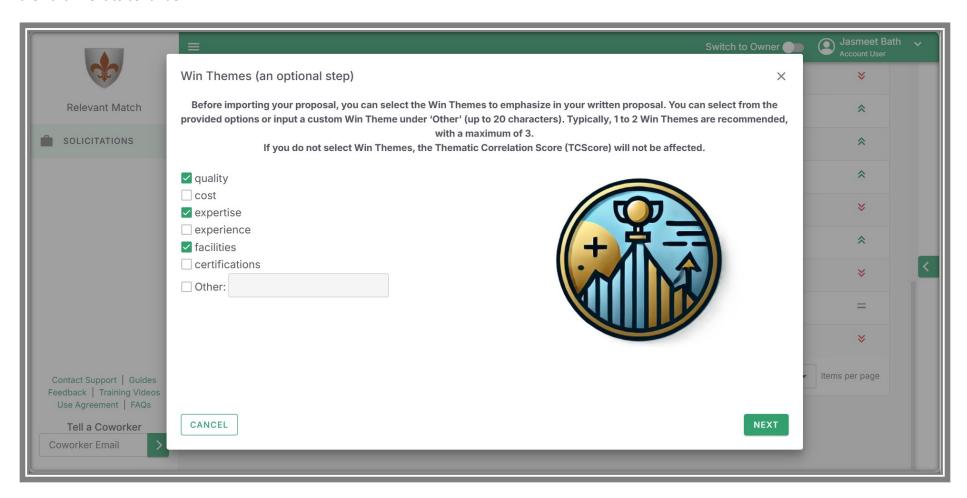
4.1 Start New Analysis

Once you select the Solicitation to work on, you will see the starting Dashboard. To get started with a new analysis, click the import proposal button. You will only be working with the solicitation that you are assigned by your Account Owner.

4.2 Win Themes (optional)
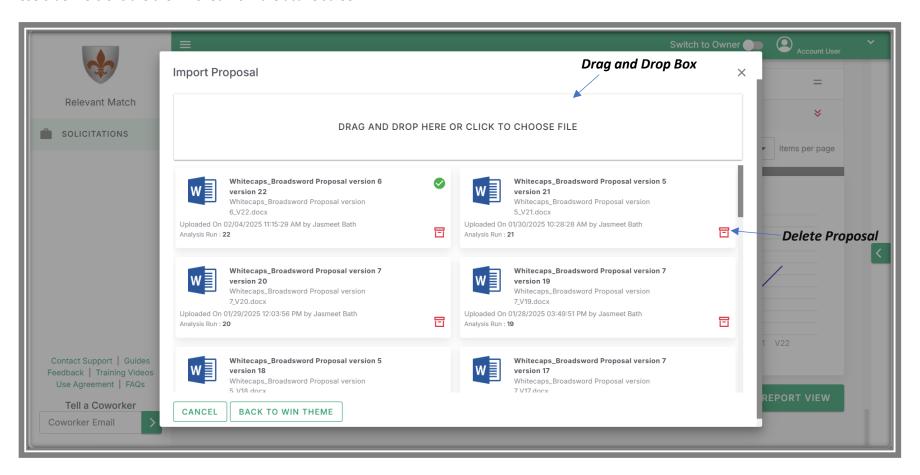
Before importing your proposal, you may select the Win Themes you want to emphasize in your written proposal. Follow the instructions on the screen, then click **Next** to continue.

4.3 Import Proposal
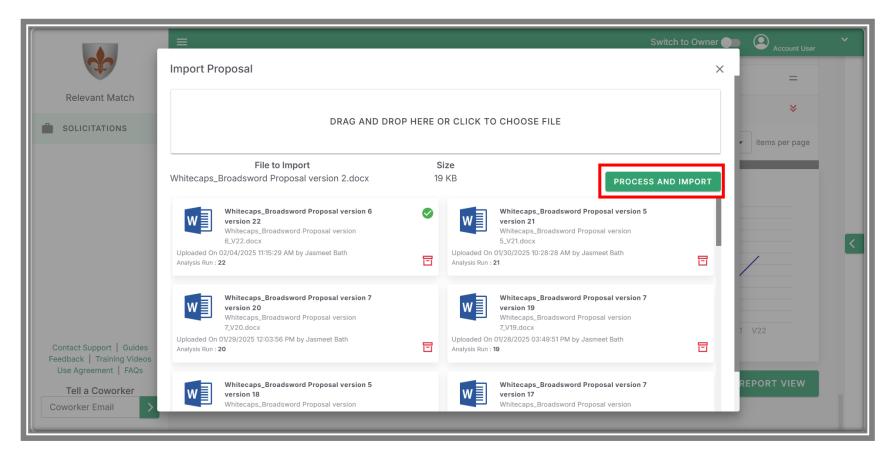
On this screen, you can upload your proposal by dragging the file into the designated area or clicking to open the file explorer. **Supported file formats are .docx, and .pdf.**

Below the upload section, you will find a list of previously uploaded proposals. The proposal marked with a green check indicates the currently active version. To keep the screen from getting cluttered with prior versions, click the 'Delete Proposal' icon next to the file to remove previous versions. These older versions are then moved from the active screen.

Note that your proposal draft must be composed outside of Relevant Match Online. You cannot edit the proposal inside RMO.

After uploading your file, its name and size will be displayed. If you need to replace the uploaded file, simply upload a new one.
To proceed, click the "Process and Import" button.
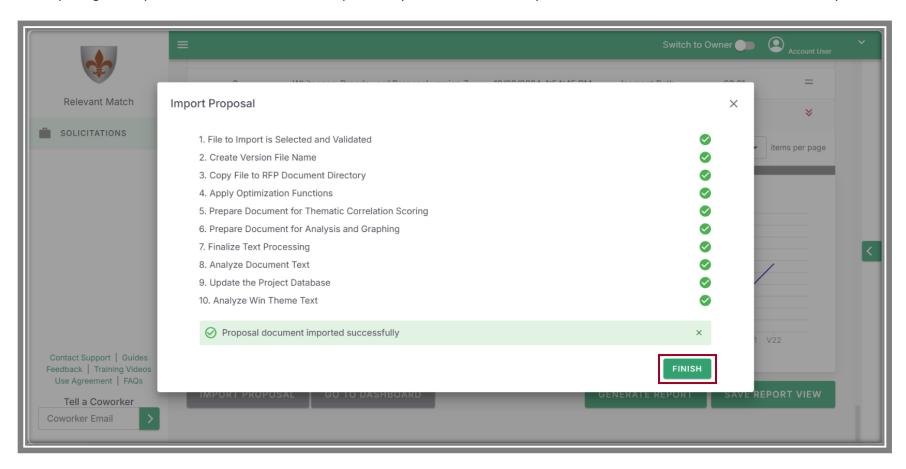
Once you upload your proposal document, RMO follows a structured process to prepare it for analysis. Here is how it works:

Note: Relevant Match Online is designed to analyze your document without storing it for future use. It cannot be viewed or copied within RMO, ensuring that your proposal stays private and is used solely for analysis by your assigned Users.

4.4 Proposal Processing

After completing the steps, RMO confirms a successful import, and your document is ready. Click the "Finish" button to continue to the Analysis Screen.

4.5 Navigating Tabs After Uploading Proposal

After you import a proposal into Relevant Match Online and click the **Finish** button, you will be automatically redirected to the Analysis Page, where your document is processed and analyzed.

At the same time, two additional tabs will automatically open:

- **Work Statement** – Displays the original statement of work (SOW) for reference
- **Current Proposal** – Displays the proposal document you just uploaded

These tabs are intended to give you easy access to both documents while reviewing the analysis results. You can switch between them as needed to compare content or verify alignment.
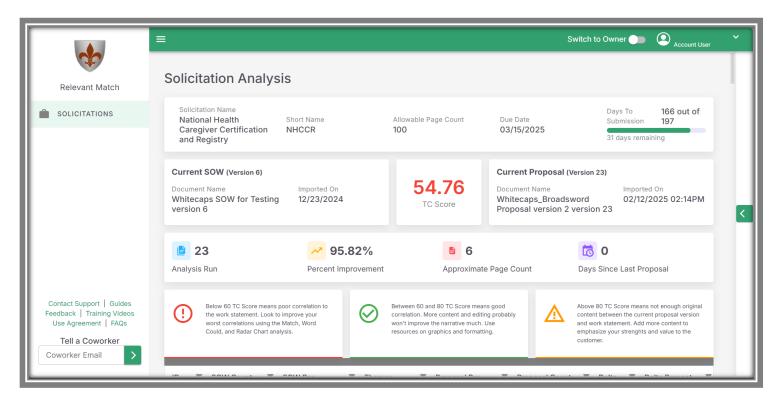
Important Note:
After clicking the **Finish** button, you will be redirected to the **Current Proposal** tab by default. To view your analysis results again, simply click on the **Analysis Page** tab.

Important Note:
Make sure to turn off your **pop-up blocker**, as the additional tabs may not open properly if it is enabled.

4.5 Solicitation Analysis Window

The Solicitation Analysis section provides a comprehensive overview of key details related to the solicitation and proposal. It includes essential information such as the Solicitation Name, Short Name, Allowable Page Count, Due Date, and Days to Submission, helping users track important deadlines and requirements. The section also displays the names of the Current Statement of Work (SOW) and Current Proposal, including their versions and import dates, ensuring users are aware of the latest updates. Scroll down and you will find the following analyses:

1. Thematic Correlation Score
2. Win Theme table
3. Radar Chart
4. Mirror Chart
5. Thematic Match Chart
6. Side-by-Side Word Cloud

5.0 How to read the Analyses

5.1 TC Score

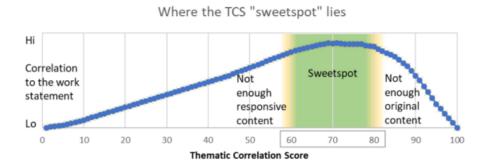The TC Score – Thematic Correlation Score -- is the measure of responsiveness between the Work Statement and your active Proposal. It is the key analysis measure you should use in building your proposal, version by version.

This is a mathematically calculated score of 1 -100. The image here shows how the TC Score measures the responsiveness for the proposal to the work statement. Using the TC Score as a metric, the Proposal Manager can guide the writers to better address specific areas of the draft proposal to make it much more responsive to the work statement. Run a TC Score for every revision of the proposal and track the improvements.

Where the TCS "sweetspot" lies

!	Below 60 TC Score means poor correlation to the work statement. Look to improve your worst correlations using the Match, Word Could, and Radar Chart analysis.	✓	Between 60 and 80 TC Score means good correlation. More content and editing probably won't improve the narrative much. Use resources on graphics and formatting.	⚠	Above 80 TC Score means not enough original content between the current proposal version and work statement. Add more content to emphasize your strenghts and value to the customer.

A perfect TCS of 1.00 is not possible unless it were an exact copy of the work statement. Because you have a unique proposition and story to write into your proposal, there will always be a difference in correlation. A TC Score of about 70 indicates a very responsive proposal.

5.2 Mirror Chart

The Mirror Chart plot the individual thematic words from the work statement and the proposal back-to-back.
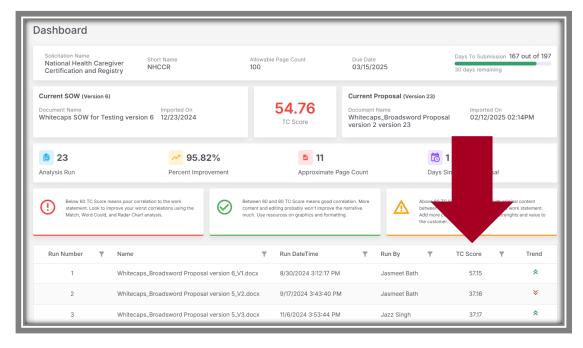
ID	SOW Count	SOW Bar	Themes	Proposal Bar	Proposal Count	Delta	Delta Percent
30	33	7.37 %	information	0.67 %	3	30	6.70 %
27	31	6.92 %	medical	3.79 %	17	14	3.12 %
31	23	5.13 %	industry	0.45 %	2	21	4.69 %
4	20	4.46 %	system	5.36 %	24	4	0.89 %
24	18	4.02 %	nhccr	1.12 %	5	13	2.90 %
40	18	4.02 %	certification	0.45 %	2	16	3.57 %
32	17	3.79 %	hm	1.56 %	7	10	2.23 %
33	17	3.79 %	health	0.67 %	3	14	3.13 %
37	17	3.79 %	experience	3.79 %	17	0	0.00 %
8	15	3.35 %	statement	0.00 %	0	15	3.35 %
13	14	3.13 %	response	1.79 %	8	6	1.34 %
17	13	2.90 %	program	0.00 %	0	13	2.90 %
39	13	2.90 %	data	5.36 %	24	11	2.46 %
1	12	2.68 %	your	0.22 %	1	11	2.46 %
41	12	2.68 %	caregiver	0.67 %	3	9	2.01 %
18	11	2.46 %	product	0.00 %	0	11	2.46 %
2	10	2.23 %	thi	0.89 %	4	6	1.34 %
21	10	2.23 %	practice	0.00 %	0	10	2.23 %
43	10	2.23 %	busi	2.23 %	10	0	0.00 %
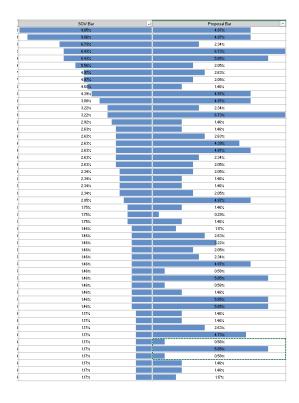
The key feature here is not in the details, it's in the shape. Look at the blue bars that form the shape of the SOW. For more explanation, see our video at Download & Videos - Relevant Match by Relevant Software Corporation This is the "fingerprints of the two documents" and the fundamental approach RMO uses every time you analyze a proposal draft. Move closer and closer to the fingerprint pattern (but not too close), and you are more and more likely to earn a high score in evaluation.

A really high TC Score would look like a near mirror image. Each time you run a version of your proposal, you should come closer and closer to a mirror image of the work statement fingerprint. The match won't be perfect, because your original content will form its own digital fingerprint.

Using this, the proposal manager can tell the writing team and/or Subject Experts: we are not writing enough about [this theme], and we are writing much more than needed about [this theme]. If win themes are selected, the proposal manager can check to see that the win theme is adequately weighted.

Each proposal draft that you analyze will be logged into the dashboard, along with the TC Score and other useful information. By looking at the TC Score bars and guiding your writer to put more or less emphasis against to work statement themes you increase the TC Score.
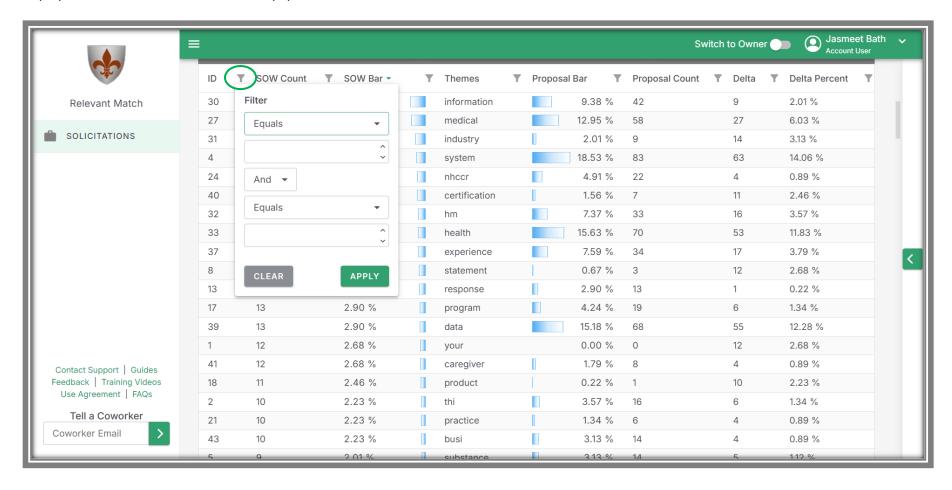
The closer you address the themes, the higher you can expect to score!

5.2.1 Using Filters and Sorting in the Table

You do not need to filter or sort the table data. Normally the default view will be the best way to assess your proposal. In some situations, you may want to drill down into the data of either the work statement or the proposal. The filtering and sorting features allow you to refine and organize the displayed data. This feature works like any spreadsheet like Excel.

5.3 Win Theme Table

Win Theme	SOW Occurrence	Proposal Occurre...	Page Count	Ratio
cost	4	4	10	2:5
quality	0	5	10	1:2
experience	17	30	10	3:1

Include in Report

The **Win Themes** feature in Relevant Match Online helps you to analyze the emphasis on key themes within you proposals. This tool identifies and quantifies the presence of specific themes across Statement of Works and Proposals.
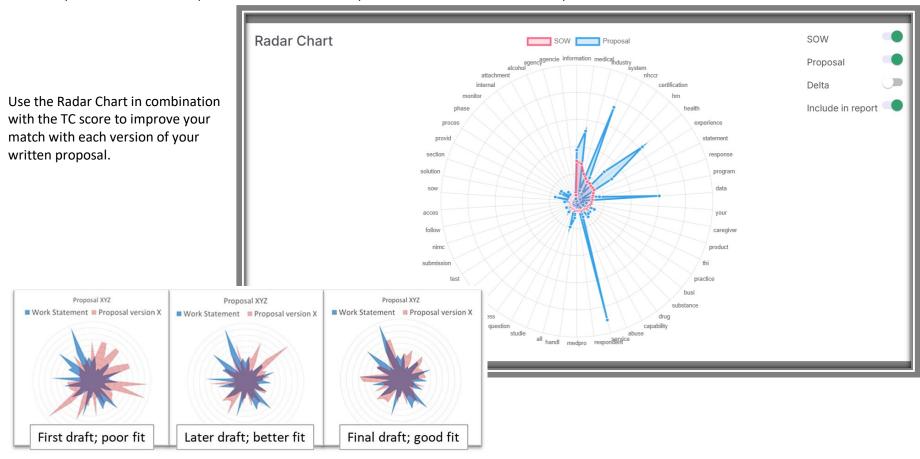
How it works:
- **Theme Identification**: RMO scans for predefined win themes that you have selected earlier in both the SOW and Proposal.
- **Occurrence Tracking**: It counts how often each theme appears in the SOW and the Proposal.
- **Ratio Calculation**: The feature calculates a ratio of proposal occurrences to page count, giving insight into how consistently a theme is emphasized.
- **Visual Analysis**: Themes are color-coded to highlight their frequency --- Green for strong emphasis, Yellow for moderate emphasis.
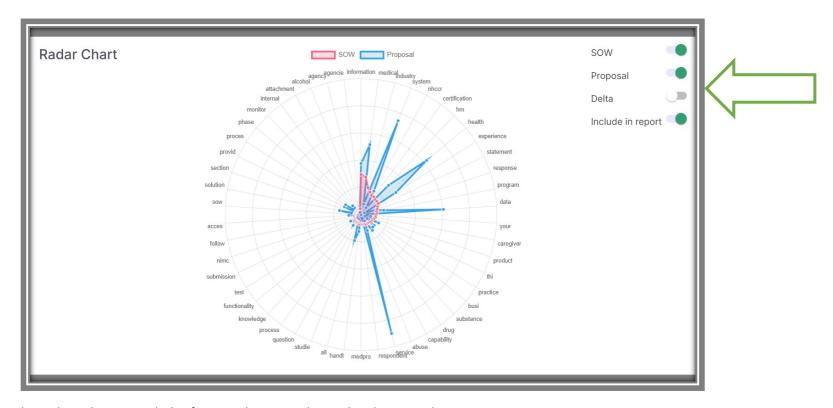
By leveraging the Win Themes feature, users can fine-tune their proposals to ensure that key themes are appropriately emphasized, increasing the likelihood of alignment with customer expectations and improving proposal effectiveness.

5.4 Radar Chart

The Radar chart visually fits each version of your written proposal to the work statement, similar to the Mirror Graph but in a circular plot. This looks like a jagged star. At a glance you can see progress towards a high-scoring written proposal. The Radar Area chart display uses transparency in the area fill colors so you can see the overlap -- or the lack of an overlap -- between the SOW and the Proposal.

Use the Radar Chart in combination with the TC score to improve your match with each version of your written proposal.

First draft; poor fit

Later draft; better fit

Final draft; good fit

5.4.1 Radar Chart Toggles

The radar chart in the web application includes four toggle options located in the top right corner:
- **SOW (Statement of Work)** – Toggles the visibility of SOW data on the chart. Turning it off hides the SOW data and turning it on displays it.
- **Proposal** – Toggles the visibility of proposal data on the chart. Turning it off hides the proposal data and turning it on displays it.
- **Delta** – Toggles the visibility of the Delta (difference) between the SOW and Proposal. Turning it off hides the Delta visualization and turning it on displays it.
- **Include in Report** – Determines whether this specific radar chart analysis is included in the generated report. If enabled, the analysis will be added to the report; if disabled, it will be excluded.

Additionally, you can **hover over specific points** on the chart to view the exact percentage value for each data point. This feature provides a more detailed insight into the differences between the SOW and proposal data.

You can freely toggle these options to customize the view and focus on specific data comparisons.
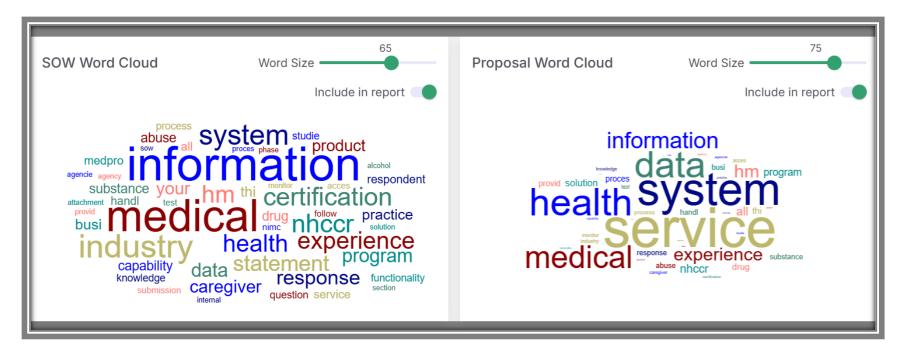
5.5 Match Chart Screen

The Match Chart gives the most detailed comparison between the Work Statement and your Proposal Versions. The Thematic words with the biggest mismatch are shown in alphabetical order from 1 to 50. It can quickly identify for you the thematic words which may not occur in your proposal at all. Use this Match Chart for your next proposal version, making sure to include any thematic words which have zero occurrence in the proposal. Reduce the divergence of the others by writing more or less on that theme. A good approach is to do this incrementally by picking three or four thematic words to focus on for the next proposal version, then relook at the analysis results. Repeat the process as the TC Score increases into the Sweet Zone.

5.6 Word Cloud Function
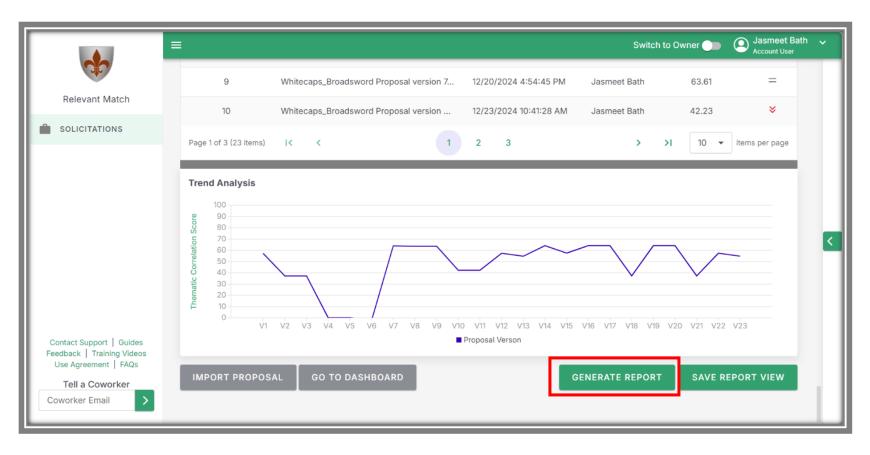
The side-by-side word clouds provide an intuitive and visual way see the big picture of your message. The size of the words in the Word Cloud are in proportion to the proposal version as a whole. Sometimes this is the first place to look at if the proposal just isn't coming together. In other cases, it's confirmation that the Proposal is really being responsive to the Work Statement.

The resolution of the word clouds can be adjusted by changing the word size on the upper right side of the word clouds.

5.7 Generate Report

The Generate Report function allows you to compile the analysis screens from the Analysis page into a single document.
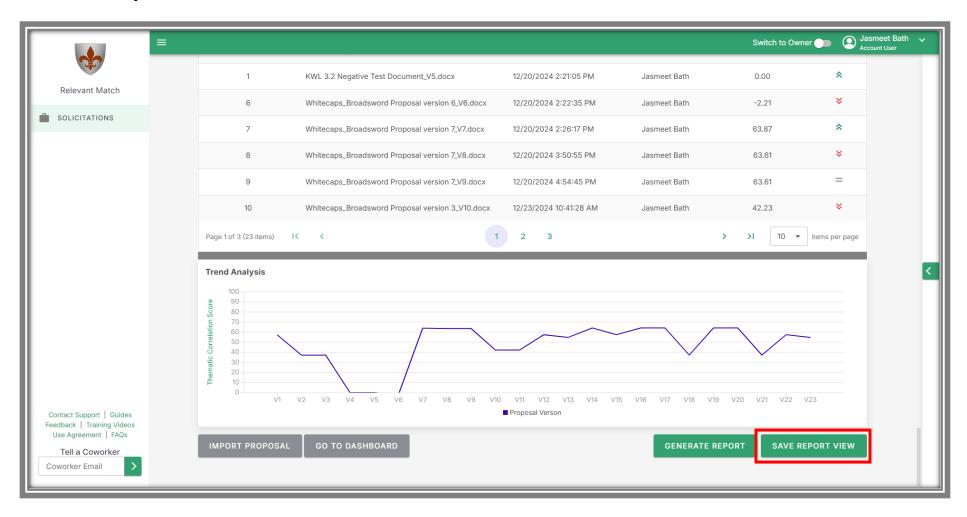

This report can be printed or saved. Start by clicking "Generate Report" at the bottom of the Analysis Page. This will open the report in a separate tab in your browser window.   Then you can print or save as a .pdf like any other document.

Important Note:
Make sure to turn off your **pop-up blocker**, as the additional tabs may not open properly if it is enabled.

6.0 Save Report View
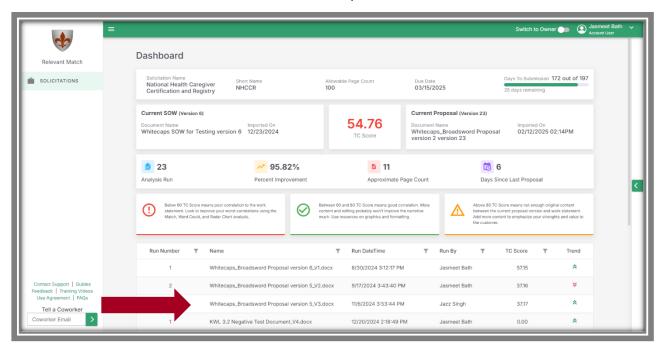
The Save Report View function allows you to preserve the customized analysis settings for future reference. When adjusting visual elements such as enabling or disabling Delta, SOW, or Proposal in the Match Chart, changing sorting orders in the Mirror Chart, or modifying any other analysis settings, clicking Save Report View ensures that these preferences are retained. When you return to the specific analysis run, the saved settings will be automatically applied, providing a seamless and consistent experience.

7.0 Open a previous Analysis Run

To open a previous Analysis Run, you can open it from either:

- The Run Table on the Dashboard Screen, or
- The Run Table at the bottom of the Analysis Screen.

Once an Analysis Run is selected, Relevant Match Online automatically opens up all the main screens and recalculates the project.

After a minute or so, the Analysis Run is then ready for your use.
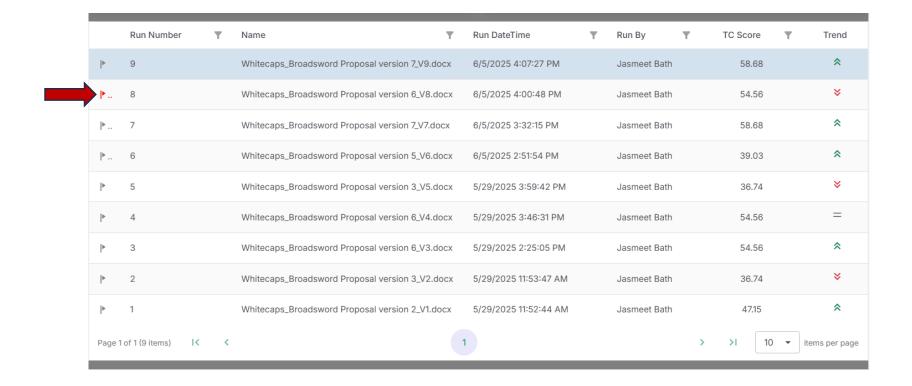
7.1 Flagging a Run for Review

In the results table, each run includes a flag icon in the first column that allows you to mark that run for review.

- **To flag a run**: Click the **flag icon** next to the run number. The icon will turn red to indicate it has been flagged.
- **To unflag a run**: Click the red flag icon again. It will return to grey, indicating it is no longer flagged.

This feature is useful for identifying specific runs that need additional attention, team review, or follow-up.

Tip: Use flags to track runs that show significant score changes, need further discussion, or require editing before final submission.

8.0 Troubleshooting

If you encounter any issues while using Relevant Match Online – such as the application freezing, pages not loading property, or certain features not working as expected – try the following steps:

Basic Steps
1. Clear Your Browser's Cache and Cookies
   ➢ Over time, stored data can interfere with new updates or functionality. Clearing your cache and cookies often resolves strange behavior or loading issues
2. Try a Different Web Browser
   ➢ RMO is optimized for modern browsers such as Google Chrome, Mozilla Firefox, and Microsoft Edge. If you're using an outdated or unsupported browser (like Internet Explorer), switching may resolve your issue, or just switching between browsers can help.
3. Refresh the Page or Restart the Browser
   ➢ Sometimes, simply refreshing the browser tab or closing and reopening the browser can clear temporary glitches.
4. Check your internet Connection
   ➢ A slow or unstable internet connection may cause the application to freeze or not load content properly. Make sure you're connected to a reliable network.
5. Disable Browser Extensions
   ➢ Some browser add-ons (like ad blockers or script blockers) may interfere with certain RMO features. Try disabling them temporarily to see if that resolves the issue.

Advanced Suggestions
1. Use an Incognito or Private Window
   ➢ This allows you to bypass most cached data and browser extensions, providing a clean environment for testing if the issue is local to your browser session.
2. Ensure JavaScript is Enabled
   ➢ Make sure JavaScript is enabled in your browser settings.
3. Keep your Browser Updated
   ➢ Always use the latest version of your browser to ensure full compatibility with all RMO features and security patches.
4. Check for System Updates or Firewall Restrictions
   ➢ Occasionally, operating systems or corporate firewall policies may affect web app performance. If you're using a work-issued device, consult your IT department if the issue persists.

8.1 Error messages during use

Depending on your device setup or browser, you may encounter an error or advisory message. Normally, these are system or browser-related messages that do not affect the operation of RMO. You should click "Continue" or close the pop-up window, and you can resume using the app. If this happens frequently, please submit a support ticket through our website.

If you choose to submit a support ticket, please:

1. Make a note of the exact problem and what you were doing or trying to do when the problem occurred.
2. Screen shots of the problem are extremely useful and helpful and will also save you time and effort from writing down all the little details that are present.
3. Submit a support ticket for existing customers at Relevantsoftware.us under the Documentation and Support page.

You can also click "Contact Support" on the Side Menu Bar. This will open you default Email where you can send an email to our Relevant Software support.

9.0 For the Proposal Manager

In some organizations, the Proposal Manager is also a writer or editor. In RMO, Proposal managers, writers, editors and reviewers are all considered Users, and can run the analysis at any time. Uploaded proposals are kept available to revert to a prior versions, so there is no risk of lost work. Because RMO is an analysis and optimization tool, you should use your usual document editor like Microsoft Word to compose your proposal.

As the Proposal Manager, you have a key role in steering the proposal effort to be responsive to the solicitation work statement. ***You will get the most out of Relevant Match Online if you follow these guidelines:***

__Keep Relevant Match Online open all during the proposal period.__

__Set a rhythm to run Relevant Match at least once a day on your daily production.__

__Run the Thematic Correlation Score (TC Score) optimizer on each new version of your proposal.__

__Do your editing and combining of sections before importing into Relevant Match Online.__

__Use the dashboard__

Set a rhythm with your Team Meeting

Relevant Match Online application is designed for the Proposal Manager, but your team has to know how to use it too.

As an experienced proposal manager, you know that a successful proposal production depends upon solid planning and scheduling. You can't miss the submission deadline, so organization is critical.

Every time you write a version of your written proposal, from the first draft to the White Glove copy, run it through Relevant Match Online. It shows your progress by the Thematic Correlation Score (TC Score). It will show you what terms are important to emphasize or de-emphasis. You have to let your team know where to adjust. Depending on your proposal's timeline and work schedule, you might set a rhythm like this:

Every day:

8:15 am	Get the latest proposal write-ups and edits from yesterday. Upload them and run TC Score with RMO
8:30 am	Proposal Team stand-up meeting Give your team guidance: *"Engineering, we need better explanation of how we will address user requirements.* *"Logistics, you are in good shape, your TCS is at .83 and it reads well. You covered all the important points.* *"Training, you are using too many acronyms which are not in the work statement. Relook at what they are asking.* *"Please post your re-writes by noon."*
9:00 am	Export or print the RMO report. You can send the daily report to the senior manager who you need to keep informed
12:15 pm	Get the edits from that morning, upload and run TC Score with RMO
12:30 pm	Email your team: *"Engineering, good job, your TCS is .75, a little more content and you should be good.* *"Logistics, what happened? You wrote more but TCS went down to .70. Are you wandering off the key win points? Let's do another version for tomorrow morning.* *"Training, I like what you wrote, and it matches much better to the SOW. Keep it up."*
12:45 pm	Get a cup of coffee, eat some lunch, breathe
1:30 pm	Review graphics, meet with Executives
	Next day, repeat. You're on track!