

## **PRE-PROPOSAL INFORMATION PACKET**

The purpose of this pre-proposal information packet is for our prospective clients to articulate their security needs. Simply put... what are *your* needs? What, where, and why do you need security? The information that you provide us will help us understand your individual, corporate or company's security needs. The information we receive from your organization in this pre-proposal information packet will allow our security professionals to focus on *your* individual situation and security needs.

Next, if applicable, what are *your* realistic expectations, desired outcomes and measurable results? What type of business are you? What are the locations, times, dates, or the duration of your security needs? Please take your time and think this information through carefully. Be accurate and specific, and give us as many details as you can. The more we know, the better we can serve you and *your* security needs.

BLI Contract Security is client centered, and we offer a wide range of specialized security services that are individually designed to meet the needs of each client. The more information that you can provide for us in this pre-proposal information packet, the better we will understand *your* specific needs. This will allow our experts to *address your individual* needs, and for us to begin to build a personal, successful, and long lasting working relationship.

### **Pre Proposal Information Packet (PIIP)**

Your Company's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Fax No \_\_\_\_\_ Best Time to Call \_\_\_\_\_

Type of Business \_\_\_\_\_

\*\*Please give a good faith estimate as to the amount of billable hours per week your company will need for security \_\_\_\_\_

Approx. how many guards per day will you need \_\_\_\_\_

Names and Titles of Contact Persons: 1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

What is Your Time Line \_\_\_\_\_

Please give us (2) available dates and times for a proposal meeting; please allow enough time (approx. 15 – 20 min) for a meaningful and productive meeting.

First Date \_\_\_\_\_ Time \_\_\_\_\_

Second Date \_\_\_\_\_ Time \_\_\_\_\_

The name of the person or persons our representative or representatives will be meeting with  
\_\_\_\_\_  
\_\_\_\_\_

WHAT ARE YOUR COMPANY'S SECURITY NEEDS? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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WHAT ARE YOUR REALISTIC OUTCOMES AND MEASURABLE RESULTS?

Use a much space as need and feel free to use the backs of these pages if needed. \_\_\_\_\_

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WHAT WOULD YOU LIKE TO TELL US ABOUT YOUR COMPANY / CORPORATION /  
INSTITUTION THAT YOU WOULD WANT US TO KNOW?

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HOW CAN WE BEST SERVE YOU? \_\_\_\_\_

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Thank you for taking the time to fill out this pre-proposal information packet. We look forward to meeting and working with you.

Respectfully Submitted,