

CREATE **Advanced** 60 MIN · UPDATED 2026-09-30

Build an RFP-response generator agent from your own content.

Stand up a Copilot Studio agent that drafts tailored RFP responses by drawing on your organization's existing proposal library.

MICROSOFT 365

Word

WORKS WITH

Copilot Studio

Business Outcome

Faster, more consistent RFP responses that reuse proven language instead of rewriting boilerplate every time.

Workflow Steps

Step 1: Build the source library

Word

Pull your strongest past responses into a dedicated SharePoint library organized by topic or question type (security, implementation timeline, pricing structure), and prune anything outdated or from a since-changed product.

The agent weighs every document in its library equally, so stale content competes with your best, current language instead of staying out of the way.

Step 2: Build the agent on that library

Copilot Studio

Use Copilot Studio's template for a Request-for-Proposal generator, pointed at your proposal library instead of general knowledge.

PROMPT

Using our proposal library, draft a response to this RFP's technical requirements section. Match our established tone and reuse proven language where a past response covers the same topic, but tailor the specifics to this client's stated requirements.

Step 3: Review for accuracy on every client-specific detail

Word

A drafted response built from past proposals can carry over details that don't apply to this client – check every number, name, and commitment against the actual RFP.

Step 4: Feed winning responses back into the library

Word

Every time you win an RFP, add the winning language back into the source library so the agent keeps improving.

✓ Check the work

- Check every specific commitment or number in the draft against what this RFP actually asked for, not a past client's requirements.
- Confirm no reused language references the wrong client or product by mistake.
- Have a human own the final submission – this speeds up the first draft, not the sign-off.

Expected Outcome

A working agent that drafts a tailored first-pass RFP response from your proposal library, ready for a human editor to refine.



Want help rolling this out across your team? **Go to Liminals.Tech** 