



Alabama Small Business Development Center Network

Strengthening Alabama's Economy, One Small Business at a Time.

www.asbdc.org

Proposal Development Workshop

December 10, 2015

9:00 AM – 3:00 PM

Mobile Area Chamber of Commerce

451 Government Street, Mobile, AL 36602

Course Overview: This instruction is a scenario-oriented hands-on challenge whereby the participants will work in small groups to develop an actual federal contracting proposal. This is not a technical writing course, but an overall proposal development procedure course designed to engage the participants in real world efforts necessary to coordinate and complete all aspects of a government proposal.

Topics Covered

- Breaking Down the Solicitation
- Developing a Proposal Preparation Outline
- Coordinating Proposal Subparts for Completion
 - Writing the Technical Volume
 - Writing the Past Performance Volume
 - Completing the Costing Volume
 - Pulling the Proposal Together
- Reviewing and Discussing the Final Product

Bring your laptop or you may share with someone else.

We will work straight through, so lunch will be provided.

Registration is \$20.00. To register, contact Brenda Rembert at 251-431-8607 or brembert@mobilechamber.com. Registration is required because seating is limited.

Speaker: Jerry Ellison, Program Manager, Alabama Procurement Technical Assistance Center (PTAC) program with years of experience in winning and managing federal government contracts.

The Alabama Procurement Program is a specialty program of the Alabama Small Business Development Center Network, funded in part through a Cooperative Agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Brenda Rembert at 251-431-8607 or brembert@mobilechamber.com.