



Alabama Procurement Technical Assistance Center Program

Your Resource to Winning Government Contracts.

www.al-ptac.org

Federal Proposal Development Workshop

Thursday, December 5, 2013
8:30 am- 1:00 pm

Madison City Chamber of Commerce
130 Park Square Lane
Madison, AL 35758

<http://www.madisonchamber.com/>

This event is Free of Charge!
Visit www.uah.edu/sbdc to register

ADVANCE REGISTRATION REQUIRED

Participants will receive two hours of lecture/instruction followed by six hours of scenario-based training. Topics covered include:

1. Breaking down a solicitation
2. Developing a proposal preparation outline
3. Coordinating proposal sub-parts for completion
4. Writing the technical volume
5. Writing the past performance volume
6. Conducting the in-process review meetings
7. Completing the cost volume
8. Pulling the proposal together

The scenario-based training will provide participants an opportunity to experience the various steps and stages in developing a complete proposal. For purposes of the training, the background and qualifications of the fictitious company used will be relatively simplistic; however, all objectives in the proposal preparation process will be covered. Bring your laptop computer (not a requirement).

Presenter:

Jerry Ellison

State Program Manager-
Procurement Technical Assistance Program of Alabama

Jerry Ellison is a seasoned business leader and contracting/procurement consultant with years of extensive experience in securing and managing government contracts throughout the nation.