



Alabama Small Business Development Center Network

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

www.asbdc.org

Effective Federal Government Proposal Preparation Methods & Practices

February 5 (9:00 am – 2:30 pm)

Joint Training Center

518 S. Brundidge Street

120 University Park, Room 106

Troy, Alabama 36082

Description:

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

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| 1) Breaking down a solicitation | 5) Writing the past performance volume |
| 2) Developing a proposal preparation outline | 6) Conducting in-process review meetings |
| 3) Coordinating proposal sub-parts for completion | 7) Completing the costing volume |
| 4) Writing the technical 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 or you may partner with someone with a laptop.

Presenter:

Jerry Ellison is the Alabama PTAC Program Director as well as a seasoned business leader and with years of extensive experience in securing and managing government contracts throughout the nation.

Registration:

There is a charge of only \$20.00 per person for the event (morning beverages/snacks & lunch are provided). The program is limited to the first 40 paid registrants. To register go to <http://bit.ly/ProposalPrep2015> or for more information contact Judy Callin at jcallin@troy.edu or call (334)674-2425.



*This event is sponsored by
Troy University's Small Business Development Center
Pike County Economic Development Center*

Funded in part through a cooperative agreement with the U.S. Small Business Administration. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Brenda Marcum at 334-674-2425 or bmarcum@troy.edu



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Pike County Chamber of Commerce