

Proposal Development Workshop

Tuesday, July 18, 2017

8:30 A.M. – 2:00 P.M.

Raburn Wing of Keller Hall – Room R 110

University of North Alabama

One Harrison Plaza, Florence, AL. 35632

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 for this workshop. See page 2.

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

For additional information, please contact

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Registration Form

Registration Fee	\$20.00
If registering by phone, call:	256-765-4668 or 256-765-4721
	Or
Complete and fax form to:	256-765-4796
	Or
Complete and scan form, email to:	pomarks@una.edu or mkillen3@una.edu
	If faxing or emailing form:
Mail checks payable to UNA SBDC	UNA SBDC Network, University of North Alabama Box 5248 Florence, AL 35632
Registration Information	
Attendee Name: ⇒	
Company Name: ⇒	
Address: ⇒	
City/State/Zip: ⇒	
Phone: ⇒	
Name on Credit Card: ⇒	
Credit Card #: ⇒	
CVV Number ⇒ (3-4 digit number on back of card)	
Card Type: ⇒ Visa, Master Card, Discover No American Express	
Expiration Date: ⇒	
Billing Address: ⇒	
Signature: ⇒	
By signing above, I understand and authorize \$20 to be charged to my credit card to attend the Proposal Development Workshop in Florence, Alabama on July 18, 2017.	