

# Proposal Development Workshop

Jacksonville State University  
Hugh Merrill Hall Room 105  
700 Pelham Rd. North  
Jacksonville, AL 36265

August 10, 2017  
8:30 am-2:00 pm

**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.

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

## 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 through lunch, so please bring approximately \$10.00 for Chick-Fil-A.

For additional information, please contact Lindsay Frey at (256) 782-5322, [lsfrey@jsu.edu](mailto:lsfrey@jsu.edu)