



THE UNIVERSITY OF ALABAMA*

Proposal Development Seminar

DATE:

**Monday,
January 29, 2018**

9:30 am – 2:30 pm

LOCATION:

**Innovation Depot,
Training Room
1500 1st Avenue N.,
Birmingham, AL
35203**

**NO COST to attend,
Pre-Registration is
Mandatory.**

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. **Pre-Registration is mandatory to attend.**

[Click HERE to Register.](#)

Topics Covered

- Breaking Down the Solicitation
- Developing a Proposal Preparation Outline
- Coordinating Proposal Sub-parts 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

Speaker: Jerry Ellison is the State Program Manager for the Alabama Procurement Technical Assistance Center (PTAC) program and has years of experience in securing and managing federal contracts. Additionally, he has taught numerous courses and workshops on various contracting topics.

Brought to you by: The Alabama Procurement Technical Assistance Center (PTAC) program and the Alabama Small Business Development Center (SBDC) network.

Alabama SBDC Network is a statewide service network funded in part through cooperative agreements with the U.S. Small Business Administration (SBA), Defense Logistics Agency, and the State of Alabama. Hosted by The University of Alabama. Nationally accredited by the Association of SBDCs.

Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Karla Jordan, Box 870396, Tuscaloosa, AL 35487-0396. 1-877-825-7232.