



# Developing Effective Proposals for Contracting Opportunities



THE UNIVERSITY OF ALABAMA®

DATE:  
**Tuesday,  
December 11, 2018**  
**8:30 am – 2:30 pm**

LOCATION:  
**Mobile Area Chamber  
of Commerce  
451 Government St.  
Mobile, AL 36602**

[Click Here to Register!](#)



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 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

Presenter: 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.

## **Bring your laptop or tablet.**

Cost is \$20 and includes lunch. Register at [mobilechamber.com](http://mobilechamber.com) or contact Brenda Rembert [brembert@mobilechamber.com](mailto:brembert@mobilechamber.com) or 251-481-8607. Payment due at registration. Reservations not cancelled by Friday, December 7 must be honored to cover the lunch. Seating is limited. Free parking.

This procurement technical assistance center is funded in part through a cooperative agreement with the Defense Logistics Agency. The University of Alabama Serves as the host institution.

Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance.