



# Proposal Preparation Workshop

Thursday, December 6, 2018

8:30 a.m. Registration Opens

9:00 a.m. – 1:00 p.m. Program & Working Lunch

The Harrison Room, Troy University at Dothan

500 University Drive, Dothan, AL 36303

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 \$35.00 for this workshop. Speaker: Jerry Ellison, Program Manager, Alabama Procurement Technical Assistance Center (PTAC) program with years of experience in winning and managing federal government contracts.

Register Now at <http://bit.ly/PTACProposalPlanning2018> or call 334-674-2425. The cost is \$35 and is limited to only 40 participants.

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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 Brenda Marcum, 100 Industrial Boulevard Troy, AL 36081. 1-334-674-2425.