



Proposal Development Workshop



SORRELL
College of Business
TROY UNIVERSITY

Wednesday, October 23, 2019

8:30 A.M. – 1:00 P.M.

Small Business Development Center

63 S. Court Square

Troy, Alabama 36081

To register, please click or copy and paste: http://bit.ly/prop_prep the cost is \$35.



This instructional workshop 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

Instructions:

Bring your laptop or you may share with someone else. We will work straight through so lunch will be provided.

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

In coordination with the Alabama Procurement Technical Assistance Center at Troy University.



U.S. Small Business
Administration

Alabama SBDC Network is funded in part through a Cooperative Agreement with the U.S. Small Business Administration (SBA). The Procurement Technical Assistance Center is funded by the Defense Logistics Agency. 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, 63 South Court Square, Troy, AL 36081. 334-770-2620.