



# THE SECTIONS OF A SOLICITATION – ALSO KNOWN AS THE UNIFORM CONTRACT FORM

DATE:  
Wednesday,  
February 27, 2019  
11:30 AM – 1:00 PM

LOCATION:  
Greater Birmingham  
PTAC, Innovation  
Depot, 1500 1<sup>st</sup> Ave N,  
Room C-109,  
Birmingham, AL 35203

FEE: No fee

DETAILS:  
**Bring your own lunch**

New to government contracting? Reviewed an RFP and thought how overwhelming it looks? Have you ever wondered where to find the scope of work or if there was a list of attachments in a solicitation?

In this ‘Lunch N Learn’ workshop, we will break down a standard RFP/solicitation and go through what each section is, where to find the information you need, and what kind of information you are expected to provide.

We will review typical forms that are included in a solicitation, so you will know how to complete them for future responses.

We will also review common government abbreviations seen in solicitations, lists of documents, exhibits, and other attachments typically seen in a solicitation too.

Seating is limited! [Click Here to Register Online.](#)  
Please contact Pamela Harris for more information:  
205-918-8836 or [pamela.harris@ua.edu](mailto:pamela.harris@ua.edu).

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.