



# Alabama Procurement Technical Assistance Center Program

Your Resource to Winning Government Contracts.

[www.al-ptac.org](http://www.al-ptac.org)

## Federal Proposal Development Workshop

Tuesday, March 12, 2013  
8:30 am- 4:00 pm

University Center Exhibit Hall  
University of Alabama in Huntsville  
Please find directions [here](#)

Registration Fee: \$20 (Includes Lunch)  
Visit [www.uah.edu/sbdc](http://www.uah.edu/sbdc) to register

**ADVANCE REGISTRATION REQUIRED**  
(Seating is Limited)

Participants will receive two hours of lecture/instruction followed by six hours of scenario-based training. Topics covered include:

1. Breaking down a solicitation
2. Developing a proposal preparation outline
3. Coordinating proposal sub-parts for completion
4. Writing the technical volume
5. Writing the past performance volume
6. Conducting the in-process review meetings
7. Completing the cost volume
8. Pulling the proposal together

The scenario-based training will provide participants an opportunity to experience the various steps and stages in developing a complete proposal. For purposes of the training, the background and qualifications of the fictitious company used will be relatively simplistic; however, all objectives in the proposal preparation process will be covered. **Bring your laptop computer** (not a requirement).

### Presenter:

**Jerry Ellison**  
State Program Manager-  
Procurement Technical Assistance Program of Alabama

Jerry Ellison is a seasoned business leader and contracting/procurement consultant with years of extensive experience in securing and managing government contracts throughout the nation.