



Alabama Procurement Technical Assistance Center Program

Your Resource to Winning Government Contracts.

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 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.