



Alabama Procurement Technical Assistance Center Program

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Effective Federal Government Proposal Preparation Methods & Practices

April 17, 2013 (8:30 am - 3:30 pm)
Dothan Area Chamber of Commerce
102 Jamestown Boulevard
Dothan, Alabama 36301

Description:

Participants will receive two hours of lecture/instruction followed by five 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 in-process review meetings
- 7) Completing the costing 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 or you may partner with someone with a laptop.**

Presenter:

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

Registration:

There is a charge of only \$20.00 per person for the event (lunch is provided). The program is limited to the first 40 paid registrants. To register or for more information contact Monica Stephens at mstephen@troy.edu or call (334)674-2425. To register online go to <http://asbdc.ecenterdirect.com/ConferenceDetail.action?ID=6725>



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Funded in part through a cooperative agreement with the U.S. Small Business Administration. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Brenda Marcum at 334-674-2425 or bmarcum@troy.edu