



Alabama Procurement Technical Assistance Center Program

Your Resource to Winning Government Contracts.

www.al-ptac.org

Federal Proposal Development Workshop

Wednesday, April 18, 2012

9:00 AM – 4:00 PM

Innovation Depot
1500 First Avenue North
Birmingham, AL 35203

Workshop Description:

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 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 (not a requirement to attend class).**

Presenter:

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.

ADVANCE REGISTRATION REQUIRED
See Page 2 for Registration Form

Fee: \$20 which is the cost of the coffee and box lunch

Seating is limited. For more information or to register contact Lindsey Hammel at ptac@ua.edu or call 205-348-1687.



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REGISTRATION FORM

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April 18, 2012

Innovation Depot

Birmingham, AL

Registration is available:

- 1) By Phone: 205-348-1687
- 2) Fax-Back to 205-348-6974 or Scan the Form & Email: ptac@ua.edu
- 3) Mail: Checks payable to University of Alabama, Alabama PTAC Program, Box 870396, Tuscaloosa, AL 35487

ATTENDEE NAME	
COMPANY NAME	
ADDRESS	
CITY/ST/ZIP	
PHONE	
EMAIL	
NAME ON CREDIT CARD	
CREDIT CARD #	
CVV NUMBER	(3-4 digit number on back of card)
CARD TYPE	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <i>Note: American Express is not accepted</i>
EXPIRATION DATE	MM/YYYY
BILLING ADDRESS	
SIGNATURE	

By signing above, I understand and authorize my credit card to be charged \$20 per person to attend the Federal Proposal Development Workshop on April 18, 2012 at Innovation Depot in Birmingham, Alabama.

The Alabama SBDC Network is funded in part through a cooperative agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Lindsey Hammel, Box 870396, Tuscaloosa, AL 35487-0396 or 1-877-825-7232.