



Alabama Procurement Technical Assistance Center Program

Your Resource to Winning Government Contracts.

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College of Business Administration
SMALL BUSINESS DEVELOPMENT CENTER

“Federal Solicitation Proposal Preparation” ***~ Best Practices ~***

Tuesday, May 14, 2013 (9:30 am – 3:30 pm)
Alabama State University
Dunn-Oliver Acadome (Banquet Room)
1595 Robert C. Hatch Dr., Montgomery, AL 36104

Description:

Participants will receive a 1 ½ hour presentation on business development followed by four hours of hands-on scenario-based training.

Topics covered include:

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| 1) Breaking down a solicitation | 5) Writing the past performance volume |
| 2) Developing a proposal preparation outline | 6) Conducting in-process review meetings |
| 3) Coordinating proposal sub-parts for completion | 7) Completing the costing volume |
| 4) Writing the technical 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 25 paid registrants. For payment information and to register, email to christenedwards09@yahoo.com or call (256) 683-2954.

The PTAC at Alabama State University is a specialty program of the Alabama State SBDC Network, 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 Thomas Taylor, 915 S. Jackson St., Montgomery, AL 36104, 334-229-4848.