



Alabama Procurement Technical Assistance Center Program

Your Resource to Winning Government Contracts.

www.al-ptac.org



Federal Proposal Development

Participants will receive lecture/instruction followed by 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).

Wednesday, May 27, 2015

8:30 a.m. - 1:00 p.m.

**University Center - Exhibit Hall
University of Alabama in Huntsville
301 Sparkman Drive, Huntsville, AL 35899**

Visit www.uah.edu/sbdc to register

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

GUEST SPEAKER:

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.