



Alabama Procurement Technical Assistance Center Program

Your Resource to Winning Government Contracts.

www.al-ptac.org



Federal Proposal Writing

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.

Reasonable accommodations for persons with Disabilities will be made if requested at least two weeks in advance. Contact: Magdaline Braxton, Staff Assistant, 301 Sparkman Drive, Huntsville AL 35899 (256-824-6422).

The SBDC at UAHuntsville is a member of the Alabama SBDC Network, funded in part through a cooperative agreement with the U.S. Small Business Administration.