Federal Proposal Writing

Participants will receive lecture and instruction followed by scenario-based training.

**Bring your laptop computer** (not a requirement).

**Topics covered include:**

- Breaking down a solicitation
- Developing a proposal preparation outline
- Coordinating proposal sub-parts for completion
- Writing the technical volume
- Writing the past performance volume
- Conducting the in-process review meetings
- Completing the cost volume
- 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.

**Thursday, September 8, 2016 — 8:30 AM — 1:30 PM**

Visit [www.uah.edu/sbdc/events](http://www.uah.edu/sbdc/events) to register

The Chamber of Commerce Huntsville/Madison County
225 Church Street, Huntsville 35801

**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.