



Alabama Small Business Development Center Network

Strengthening Alabama's Economy, One Small Business at a Time.

www.asbdc.org

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 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.



The Small Business Development Center at the University of Alabama in Huntsville is a member of the Alabama 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 Magdaline Braxton, UAH SBDC, 225 Church Street, Suite 319, Huntsville, AL 35801. 256.824.6422.

