



Effective Federal Government Proposal Preparation Methods & Practices

July 28, 2010 (9:00 am – 4:00 pm)
Troy University Dothan Campus (Thomas Harrison Room)
Dothan, Alabama



Description:

Participants will receive two hours of lecture/instruction followed by six hours of scenario-based training. Topics covered in the lecture/instruction section 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
- Completing the costing volume
- Conducting in-process review meetings
- 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.

Cost for the event:

The Alabama PTAP is providing the funding to cover most of the cost of the training. To cover food (lunch & break foods are provided) and other costs not covered by the funding source, there is a charge of only \$20.00 per person for the event.

Register Today!

For more information or to register contact Monica Stephens at mstephen@troy.edu or call (334)674-2425.

*This event is sponsored by
The Alabama Procurement Technical Assistance Program (PTAP)
hosted by
Troy University's Procurement Technical Assistance Center
Center for International Business & Economic Development
Small Business Development Center &
Dothan Area Chamber of Commerce*

The Troy Small Business Development Center 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 Judy Callin, 100 Industrial Blvd, Troy, AL 36081 or 334-674-2425