



# Alabama Procurement Technical Assistance Center Program

Your Resource to Winning Government Contracts.

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College of Business Administration  
SMALL BUSINESS DEVELOPMENT CENTER

## **Brown Bag Luncheon** **“Writing Bid Proposals” Workshop**

**Tuesday, December 18, 2012**

**Alabama State University**  
**Dunn-Oliver Acadome Banquet Room**  
*1595 Robert C. Hatch Dr., Montgomery, AL 36101*

**11:30 a.m. - 2:00 p.m.**

*Registrations begin at 11:15 a.m. Park and enter at rear of Acadome.*

This workshop is designed to help small businesses understand the bid proposal preparation process when responding to government solicitations. Participants will receive help with analyzing government solicitations and in responding to solicitations for bids and proposals.

### **The objectives of the workshop include:**

- How to find bid and proposal opportunities
- How to understand solicitations
- Learning what government agencies look for in vendors
- Drafting technical proposals
- Drafting cost proposals
- Pulling together bids and proposals

*Presenter: Clovia Hamilton, Lemongrass Consulting, Inc.*

**Free- Just Bring Your Own Bag Lunch!**

**Please pre-register by December 17th. Call 334-229-4848 or email to [ttaylor@alasu.edu](mailto:ttaylor@alasu.edu).**

The PTAC at Alabama State University is a specialty program of the Alabama State 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 Thomas Taylor, 915 S. Jackson St., Montgomery, AL 36104, 334-229-4848.