Federal Proposal Development Workshop

Thursday, May 17, 2012
9:00 AM – 4:00 PM

University of Alabama in Huntsville
Procurement Technical Assistance Center
Salmon Library, Room LIB-111
Directions: http://lib.uah.edu/about/directions.html

Workshop Description:
Participants will receive two hours of lecture/instruction followed by six hours of 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 in-process review meetings
7. Completing the costing 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 to attend class).

Presenter:
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.

ADVANCE REGISTRATION REQUIRED

Registration Fee: $20   Seating is limited. For more information or to register contact Cathy Nix at sbdc@uah.edu or call 256-824-6422.