



# Alabama Procurement Technical Assistance Center Program

Your Resource to Winning Government Contracts.

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## 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](mailto:sbdc@uah.edu) or call 256-824-6422.