



# Alabama Procurement Technical Assistance Center Program

Your Resource to Winning Government Contracts.

[www.al-ptac.org](http://www.al-ptac.org)

## Federal Proposal Development Workshop

Friday, June 17, 2011  
9:00 AM – 4:00 PM

Innovation Depot  
1500 First Avenue North Birmingham, AL 35203

### 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 consultant with years of extensive experience in securing and managing government contracts throughout the nation.

### ADVANCE REGISTRATION REQUIRED

Fee: \$20 – Includes box lunch

Seating is limited. For more information or to register contact Lindsey Hammel at [ptac@ua.edu](mailto:ptac@ua.edu) or call 205-348-1687.



# Alabama Small Business Development Center Network

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

[www.asbdc.org](http://www.asbdc.org)

## Federal Proposal Development Workshop

June 17, 2011

REGISTRATION FEE: \$20.00

Registration is available:

- 1) By Phone: 205-348-1582
- 2) Fax-Back to 205-348-6974 or Scan the Form & Email [asbdc@ua.edu](mailto:asbdc@ua.edu)
- 3) Mail: Checks payable to University of Alabama, Box 870396, Tuscaloosa, AL 35487

ATTENDEE NAME	
COMPANY NAME	
ADDRESS	
CITY/ST/ZIP	
PHONE	
EMAIL	
NAME ON CREDIT CARD	
CREDIT CARD #	
CVV NUMBER	(3-4 digit number on back on card)
CARD TYPE	Visa    MasterCard    Discover <i>Note: NO American Express</i>
EXPIRE DATE	
BILLING ADDRESS	
SIGNATURE	

*By signing above, I understand and authorize \$20 to be charged to my credit card to attend the Federal Proposal Development Workshop on June 17, 2011.*