



Alabama Procurement Technical Assistance Center Program

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Effective Federal Government Proposal Preparation Methods & Practices

June 23, 2011 (9:00 am – 4:00 pm)

***University Park, Joint Training Center
518-E South Brundidge Street, Troy, Alabama 36081***

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 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.

Registration:

There is a charge of only \$20.00 per person for the event (lunch is provided). The program is limited to the first 40 paid registrants. For more information or to register contact Monica Stephens at mstephen@troy.edu or call (334)674-2425.



*This event is
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Troy University's Small Business Development Center PTAC
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