



Alabama Small Business Development Center Network

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

www.asbdc.org

Business Development & Contract Management

Thursday, March 7, 2013

9:00 AM – 12:00 PM

Innovation Depot
1500 1st Avenue North
Birmingham, AL 35203

To register please fill out the registration form on the second page.

1. Introduction. This two-part presentation is designed to help you develop business with the United States Government and guide you on what to do once you have. A breakdown of topics and subtopics are provided below. *This instruction is designed for businesses already heavily involved in government contracting.*
2. Our speaker is Jerry D. Ellison, State Program Manager for the Alabama Procurement Technical Assistance Center (PTAC) program who has years experience as a government contract business developer, contracts manager, and small business consultant.

Business Development (2 hours)
Building Contacts of Interest
Developing Relationships
Searching for Opportunities
Teaming with other Companies
Updating Capabilities Statements
Writing White Papers
Coordinating for Customer Satisfaction Documentation
Preparing Proposals
Contract Management (2 hours)
Communicating with the Client
Collaboration on Contract Requirements
Burn Rate Tracking
Monitoring Deliverables
Monthly Reporting
Monthly Invoicing
Identifying Shortcomings
Requesting Modifications

The Alabama Procurement Program is a specialty program of the Alabama Small Business Development Center Network, which is partially funded 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 Lindsey Hammel, Box 870396, Tuscaloosa, AL 35487 or 1-877-825-7232.



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REGISTRATION FORM

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Registration is available:

- 1) By Phone: 205-348-1687
- 2) Fax-Back to 205-348-6974 or Scan the Form & Email: ptac@ua.edu
- 3) Mail: AL Procurement Program, The University of Alabama, Box 870396, Tuscaloosa, AL 35487

ATTENDEE NAME	
COMPANY NAME	
ADDRESS	
CITY/ST/ZIP	
PHONE	
EMAIL	

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