



Alabama Small Business Development Center Network

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

www.asbdc.org

Proposal Development Workshop

June 25, 2013

9:30 A.M. – 3:30 P.M.

Innovation Depot - Training Room

1500 1st Avenue North, Birmingham, AL

Course Overview: This instruction is a scenario-oriented hands-on challenge whereby the participants will work in small groups to develop an actual federal contracting proposal. This is not a technical writing course, but an **overall proposal development procedure course** designed to engage the participants in real world efforts necessary to coordinate and complete all aspects of a government proposal.

Topics Covered

- Breaking Down the Solicitation
- Developing a Proposal Preparation Outline
- Coordinating Proposal Subparts for Completion
 - Writing the Technical Volume
 - Writing the Past Performance Volume
 - Completing the Costing Volume
 - Pulling the Proposal Together
- Reviewing and Discussing the Final Product

Bring your laptop or you may share with someone else.

We will work straight through so, lunch will be provided.

Registration is only \$20.00 for this comprehensive workshop. See page 2.

Speaker: Jerry Ellison, Program Manager, Alabama Procurement Technical Assistance Center (PTAC) program with years of experience in winning and managing federal government contracts.

The Alabama Procurement Program is a specialty program of the Alabama Small Business Development Center Network, funded in part 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 Karla Jordan, Box 870396, Tuscaloosa, AL 35487 or 1-877-825-7232.



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Registration Form

Registration Fee	\$20.00
If registering by phone, call:	205-348-1582
	Or
Complete and fax form to:	205-348-6974
	Or
Complete and scan form, email to:	ptac@ua.edu
	If faxing or emailing form:
Mail checks payable to: The University of Alabama	Alabama SBDC Network, The University of Alabama Box 870396 Tuscaloosa, AL 35487
Registration Information	
Attendee Name: ⇒	
Company Name: ⇒	
Address: ⇒	
City/State/Zip: ⇒	
Phone: ⇒	
Name on Credit Card: ⇒	
Credit Card #: ⇒	
CVV Number ⇒ (3-4 digit number on back of card)	
Card Type: ⇒ Visa, Master Card, Discover No American Express	
Expiration Date: ⇒	
Billing Address: ⇒	
Signature: ⇒	
By signing above, I understand and authorize \$20 to be charged to my credit card to attend the Proposal Development Workshop in Birmingham, Alabama on June 25, 2013	