



Responding to **RFPs** Request for Proposal

Learn the techniques of putting together winning proposals

December 15, 2011 - 9 am to 12 pm

This class will cover:

- How to locate government RFPs
- How to review RFPs and decide whether or not to develop a proposal
- Key elements of proposal formats
- Developing a “requirements matrix”
- How to develop a proposal team
- How to coordinate subcontractor proposals
- Defining the scope of work
- Understanding the administrative tasks of non-complex and complex proposals
- How to finalize the proposal
- How to prepare for negotiation
- How to get valuable feedback after the contract has been awarded

Presented by:



Cost:

This class is FREE. To see our complete list of free government contracting classes, go to **www.TheFTC.org**.

Location:

Small Business Development Center (SBDC)
Yreka-Satellite Office
212 Butte Street
Yreka, CA 96097



Registration:

Pre-registration is required due to limited seating.
Register online at **www.TheFTC.org**.
For questions, call **866.382.7822** toll-free.