



# Responding to **RFPs** Request for Proposal

*Learn the techniques of putting together winning proposals*

**October 25, 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:

Alliance for Workforce Development, Inc.  
Business and Career Network  
270 County Hospital Road, Second Floor  
Quincy, CA 95971

## Registration:

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

