



# Responding to **RFPs** Request for Proposal

*Learn the techniques of putting together winning proposals*

**July 10, 2008** - 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](http://www.TheFTC.org).

## Location:

One Stop Career Center  
University Plaza Shopping Center  
1760 Fremont Boulevard, Suite D-2  
Seaside, CA 93955



Small Business  
Development Center  
At Cabrillo College

## Registration:

Pre-registration is required due to limited seating.  
Register online at [www.TheFTC.org](http://www.TheFTC.org).  
For questions, call **866.382.7822** toll-free.