



SPECIAL FEATURE:
 Opportunity to network with Regional Transit's Procurement Staff

Responding to RFPs Request for Proposal

Learn the techniques of putting together winning proposals

Sponsored by:  Regional Transit  THE FEDERAL TECHNOLOGY CENTER
 Your Link to Government

May 28, 2009 - 8:00 a.m. to 12:30 p.m.

Map to Location:



Parking:
 Public parking is available at the Sutter Community Garage on 28th and N Streets. Garage only accepts credit or debit cards for payment. Limited parking is also available in the Sutter Square Galleria located on K Street

Cost:

FREE (Includes continental breakfast and course materials.)

Location:

Sacramento Regional Transit District Auditorium
 1400 29th Street
 Sacramento, CA 95816

Schedule:

- 8:00 a.m. to 9:00 a.m. Continental breakfast and networking with Sacramento Regional Transit District's Procurement Staff
- 9:00 a.m. to 12:30 p.m. Responding to Request for Proposal course

This course 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

Registration:

Pre-registration is required. Seating is limited. Register online at: www.TheFTC.org/rfp
 For questions, call The Federal Technology Center at 916.334.9388.