



**Contract
Compliance
Associates**

PRESENTS

A Practical Guide to Government Contract Proposals (GEB1120)

Our courses are conducted by seasoned business people, with many years of experience in the industry.

Dates and locations:

Orlando, FL 03/06/08
Arlington, VA 03/27/08
Las Vegas, NV 05/08/08
San Jose, CA 07/10/08

All classes will run from 9 am to 4:30 pm, with registration starting at 8:30 am. A continental breakfast will be provided.

Tuition: \$395

We do offer discounts for multiple attendees as well as on-site training. Please contact us for details.

Registration will close one week prior to the course.

To register, please visit our website at:

www.concompass.com

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- I. Brief Overview of Fiscal Law
 - a. Authorizations and Appropriations
 - b. Who (really) Holds the Purse Strings?
 - c. Color of Money
- II. Who Can Help?
 - a. Organizations
 - 1. Government
 - 2. Commercial
 - b. Large Businesses and their Small Business Contracting Plans
 - c. Network, network, and network – Did I mention networking?
- III. Finding a Need
 - a. Federal Business Opportunities (FedBizOpps)
 - b. Small Business Innovative Research (SBIR) Program
 - c. Small Business Technology Transfer (STTR) Program
 - d. Broad Agency Announcements (BAA)
 - e. General Services Administration (GSA)
- IV. Filling a Need
 - a. Request for Proposals (RFP)
 - b. Invitations to Bid (IFB)
- V. Proposal Preparation, Phase 1
 - a. “Shredding” the RFP
 - b. Sections of the RFP
 - 1. Statement of Work
 - 2. Section K
 - (a) ORCA
 - 3. Section L
 - 3. Section M
 - (a) Best Value Procurement
 - (b) Past Performance
 - c. Roles of the Responders – Internal Team Formation
 - 1. Technical
 - 2. Contracts
 - 3. Financial
 - d. Roles of the Responders – external Team Formation
 - 1. Subcontractors
 - 2. Teaming Agreements
 - 3. Proprietary Data Exchange Agreements
- VI. Proposal Preparation – Phase 2
 - a. Bottoms-up vs. tops-down pricing
 - b. Pricing Strategy
 - 1. Contract Type
 - 2. “Buying In”
 - 3. Fee
 - c. Building a Template
 - 1. Tasks and Subtasks
 - 2. Calendar and Fiscal Year considerations
 - 3. Period of Performance
 - d. Elements of cost
 - 1. Labor
 - (a) Individuals vs. category pricing
 - (b) Mixing and matching
 - (c) Escalation
 - (d) Uncompensated Overtime
 - 2. Travel
 - (a) Federal Travel Regulations
 - 3. Material
 - (a) Bill of materials
 - (b) Basis of quote
 - 4. Subcontractors
 - (a) Request for Proposal
 - (b) Proprietary packages
 - 5. Other Direct Costs
 - 6. Bases of Estimate
- VII. Proposal Preparation – Phase 3
 - a. Assembling the volumes
 - b. Exceptions to contract terms and conditions
 - c. Validity period
 - d. Submission
- VIII. Cost or Pricing Data
 - a. Defending Your Proposal
 - 1. Indirect Rates
 - 2. Direct Labor Rates
 - 3. Supporting Documentation and Quotes
 - b. Negotiations
 - 1. Certificate of Current Cost or Pricing
 - 2. Confirmation of Negotiations

Because we don't live in a static world, some course content may vary slightly in order to provide the most current information available.

