

# Free Class for Small Businesses

## ABC's of RFP's and Responsive Proposals



**Tuesday, February 16, 2016**

**8:30 a.m. to 3:30 p.m.**

**Breakfast and Registration starts at 8:00 a.m.**

Limited to 100 attendees, one per company [two if maximum allowance is not reached].

Continental Breakfast and Lunch included free of charge.



**Building work requires you getting work. This class offers an in-depth understanding of a RFP and basic tools for preparing responsive, responsible proposals. Here is what we will cover:**

### RFP'S AND RESPONSIVE PROPOSAL

- Registering to Bid on Federal Projects
- Request For Proposal vs. Invitation For Bid
- Anatomy of an RFP
- Solicitation Schedule
- Key Elements of a Solicitation
- Doing Business with Manson
- Representation and Instructions
- Researching Projects to Bid
- Solicitation Award
- Project Scope
- Responsible Bidding Practices

**SBA will discuss federal contracting.**

**JAXPORT, JAA, JTA, JEA, DCPS, and the City of Jacksonville will address small business programs and opportunities.**



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**North Florida District Office**  
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**Where: JAXPORT Cruise Terminal at 9810 August Drive, Jacksonville, Florida 32226**

**Melinda will be at our Jacksonville Office on February 17th, please email her if you would like to schedule a half-hour appointment.**

#### Attendee Information:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

**Email Registration to Melinda Martirosian: sblo@mansonconstruction.com by February 5, 2016**