



# Free Class for Small Businesses The Writing of a Successful Proposal

Limited to 125 attendees, one per company {two if maximum allowance is not reached}. Continental Breakfast and Lunch included free of charges compliments of Manson Construction Co.

**Breakfast/Registration at 8:00 AM.**

Melinda Martirosian, SBLO will be available for 1/2 hour appointments at Manson Construction's Jacksonville Office on Thursday the 9th.

**Please email [sblo@mansonconstruction.com](mailto:sblo@mansonconstruction.com) to reserve your spot.**

If you've ever submitted a proposal, you know how complex and time-consuming these documents can be to prepare. It can be difficult to even know where to begin with a proposal let alone whether you are writing it effectively. When submitting a bid proposal you are competing against other businesses in trying to convince the client to award you the contract. It is important that your bid looks professional and that it includes all the information the client requested. The class will cover:

- Opportunities, Certifying, Registering & Researching
- Best Value vs LPTP (lowest price, technically acceptable)
- Key Elements for Proposals
- Get Prepared
  - Technical Qualification & Solution
  - Pricing
- Doing Business with Manson
- Prime's Perspective on Bidding
- Pitfalls to Avoid
- Pricing Tips
- Lessons Learned-Debriefings
- Practice Makes Perfect

**Mark Brock, NAVFAC SE Small Business Deputy Director will be presenting "Improving your Proposal and Project Forecast".**

**Beth Meyer, USACE Deputy for Small Business and Carmen E. Gonzalez from the SBA will have booths and be available to answer questions.**

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



Yetunde Oyewole  
SEB Programs Coordinator  
Phone: 904-357-3003  
Jaxport  
2831 Talleyrand Avenue  
Jacksonville, FL 32206



Melinda Martirosian, SBLO  
Mark Openshaw, Vice President  
Phone: 904-821-0211  
Manson Construction Co.  
5985 Richard Street, Suite One  
Jacksonville, FL 32216



Ken Middleton  
Diversity & Equity Program Sr. Mgr.  
904-630-3181  
Jacksonville Transportation Authority  
121 West Forsyth St., Suite 200  
Jacksonville, FL 32202



**Where: JAXPORT Cruise Terminal at 9810 August Dr., Jacksonville, Florida 32226**

**Date: Wednesday, February 8, 2017 8:00 AM to 3:30 PM**

### Attendee Information:

Name

Company

Company Address

City

State

Zip Code

Email Address

Phone Number

**Email Registration to: [sblo@mansonconstruction.com](mailto:sblo@mansonconstruction.com) by February 1, 2017**