

# SOLICITATIONS, BIDS, PROPOSALS, AND SOURCE SELECTION

## NATIONAL EDUCATION SEMINARS

Presented by the

# Aloha Chapter and National Office

### ABOUT THE PROGRAM:



Building a contract, in both the public and private business sectors, which meets or exceeds the requirements of the buyer and seller is indeed a challenge, especially in a world of high expectations and demanding customers. This seminar provides a comprehensive roadmap or series of steps, which can be taken by both buyers and sellers to achieve mutual business success.

The focus of this seminar is on the art and science of building a winning contract by: creating appropriate and professional solicitations (request for quotes, invitations for bids, request for proposals, etc.); developing successful bids/proposals (including verbal presentations); and conducting efficient, cost effective, and value-added source selection.

### Speakers:

Diane E. Foucher CPCM, CFCM,  
Fellow

Naval Air Warfare Center  
Weapons Division

**Every attendee will receive a copy of *Solicitations, Bids, Proposals, and Source Selection* and workbook of the same title.**

Earn 7 continuing education hours by attending this one full-day seminar!

### Course Outline

- Unit 1: The Buying and Selling Lifecycle (Exercise: Q&A)
- Unit 2: Pre-bid/Proposal Phase: Procurement Planning, Solicitation Planning, and Preparation
- Case Study: Acquisition Strategy
- Unit 3: Pre-bid/Proposals Phase: Pre-sales Activities and Bid/No Bid
- Unit 4: Bid/Proposal Phase: Bid/Proposal Development and Reviews
- Case Study: IT Managed Services
- Unit 5: Bid/Proposal Phase: Source-selection Planning and Evaluation
- Unit 6: Post-bid/Proposal Phase: Contract Negotiation and Formation

**Location:** Ford Island Conference Center

**Date:** April 15, 2010

**Duration:** 8:30 am – 4:30 pm

**Check – in:** 7:45 AM

Please contact the **NCMA Chapter Registrar**  
**Name** for more information.



Kim Hollmann

571-382-1111

LearningCenter@ncmahq.org





SOLICITATIONS, BIDS, PROPOSALS, AND SOURCE SELECTION

NATIONAL EDUCATION SEMINARS

Presented by the

**Aloha Chapter and National Office**

Date: April 15, 2010

Duration: 8:30 am – 4:30 pm, Check-in: 7:45 am

**Register Now! Location**

E-mail: [LearningCenter@ncmahq.org](mailto:LearningCenter@ncmahq.org)

Subject: NES Registration

**Ford Island Conference Center (FICC)**

Bldg 89

Fax: 703-448-0939

Attn: NES Registration

Mail: NCMA Attn: Education Department

21740 Beaumeade Cir, Ste 125 Ashburn, VA 20147

**Participant Information - Print Clearly**

Name: \_\_\_\_\_ NCMA Member #: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: (W/H) \_\_\_\_\_

Suite/Apt.#: \_\_\_\_\_

City: \_\_\_\_\_

State, Zip: \_\_\_\_\_

Phone Work: ( ) - X. \_\_\_\_\_

Fax: ( ) - \_\_\_\_\_

E-mail: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ EC Phone: \_\_\_\_\_

Check here if you require special assistance or have special meal requirements

**Registration Fees (includes seminar materials and meals)**

**Advance** (on or before March 25, 2010)

**Regular** (after March 25, 2010)

Member Price: \$270.00

Member Price: \$295.00

Non-Member Price: \$305.00

Non-Member Price: \$345.00

New Member Price: \$380.00\* (\$110 membership payable to NCMA/\$270 registration-separate payments only)

New Member Price: \$405.00\* (\$110 membership payable to NCMA/\$295 registration-separate payments only)

\*Regular 1 year membership is \$130; the \$20 initiation fee is waived if payment completed with this registration.

**Payment Method**

Check Enclosed:  Payable to NCMA

Check No.: \_\_\_\_\_

Credit Card:  AMEX

VISA

MasterCard

Discover

Total Charge Amount: \$ \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Payment must be made at the time of registration. NCMA accepts MasterCard, Visa, American Express, Discover, and personal/company checks. NCMA does not accept purchase orders or requests for invoicing. Registrations must be received April 8, 2010 (5:00 PM ET). If not received by April 8, 2010 (5:00 PM ET), you must register on site. Space is limited, please plan accordingly. For planning purposes, please contact the Chapter Registrar if you intend to register onsite. Each individual must complete a separate registration form.

**Cancellations, Substitutions, and Requests for Refunds**

All cancellations, substitutions, and requests for refunds must be submitted in writing. Substitutions are welcome! Registrants who are unable to attend the training must fax or e-mail their cancellation or refund request to the attention of Kim Hollmann at 571-382-1111, [learningcenter@ncmahq.org](mailto:learningcenter@ncmahq.org), on or before April 8, 2010 (5:00 PM ET). A \$75 administrative fee will be applied to all cancellations received before April 8, 2010 (5:00 PM ET). No refunds will be issued for cancellations received after April 8, 2010 (5:00 PM ET). Refunds will not be issued for no-shows. Additional inquiries, contact the registrar at 571-382-1111.