

# National Education Seminar

## *Solicitations, Bids, Proposals, and Source Selection*

Sponsored by NCMA Washington, D.C. Chapter and NCMA National



October 12, 2007  
Marriott at Metro Center  
775 12th Street NW  
Washington, D.C. 20005

This one-day highly interactive seminar provides a comprehensive guide for buyers and sellers to gain a detailed understanding of the buying and selling life cycle. The seminar combines more than 200 proven best practices from public and private business sectors, numerous case studies, 12 selected interviews, 30+ sample forms, and exercises to provide a tremendous learning experience for everyone from contracting novices to seasoned purchasing executives.

### 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:

1. Creating appropriate and professional solicitations (request for quotes, invitations for bids, request for proposals, etc.);
2. Developing successful bids/proposals (including verbal presentations); and
3. Conducting efficient, cost effective, and value-added source selection.

Every attendee will receive a copy of *Solicitations, Bids, Proposals, and Source Selection—Building a Winning Contract*, by award-winning author Gregory A. Garrett, CPCM, C.P.M., PMP, and Gail A. Parrott.

### How to Register

Registrar: Susan Esprella, NCMA Learning Center, 800-344-8096 x425, or online, [learningcenter@ncmahq.org](mailto:learningcenter@ncmahq.org)

### Course Outline

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

# NES: Solicitations, Bids, Proposals, and Source Selection

October 12<sup>th</sup>, 2007



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## Register Now!

## Location

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

Fax: (703) 448-0939  
Attn: NCMA NES Registration

Mail: NCMA NES Registration  
21740 Beaumeade Circle, Suite 125  
Ashburn, Virginia 20147

Marriott at Metro Center  
775 12th Street NW  
Washington, District Of Columbia 20005

(202) 737-2200  
[www.marriottmetrocenter.com](http://www.marriottmetrocenter.com)

## Participant Information - *Print Clearly*

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

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

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

Address: \_\_\_\_\_

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

Zip Code: \_\_\_\_\_

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

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

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

State: \_\_\_\_\_

Fax: (     )     -     \_\_\_\_\_

Update my contact information

## Registration Fees

**Advance** (on or before September 21, 2007)

Member Price: \$270.00

Non-Member Price: \$305.00

New Member Price: \$380.00\*

**Regular** (after September 21, 2007)

Member Price: \$295.00

Non-Member Price: \$345.00

New Member Price: \$405.00\*

\*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 October 5, 2007. If not received by October 5, 2007, you must register on site. For planning purposes, please contact the National Office 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 done 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 the Education Department at (703) 448-0939 or [learningcenter@ncmahq.org](mailto:learningcenter@ncmahq.org), on or before September 28, 2007. A \$75 administrative fee will be applied to all cancellations received before September 28, 2007. No refunds will be issued for cancellations received after September 28, 2007, 5:00pm ET (local time). Refunds will not be issued for no-shows. Additional inquiries, contact the Education Department at 1/800-344-8096 or 571/382-0082 ext.425.