

## **Course No. 104 – Building Effective Government Costs Proposals**

### **Instructors:**

Robert G. Flowers, Jr., Lt Col (ret)

This flagship course teaches the FUNDAMENTAL processes involved in the preparation of responsible and responsive government costs proposals. The presentation and materials are based on time-tested techniques pursuant to the Federal Acquisition Regulation (FAR) in Plain Talk. Additionally, the course covers the basic terminology, regulations, uniform proposal format, discovering cost data, costs exceptions, as well as detailed spreadsheet analysis. The sample-training model used is adaptable to fixed price, time and material, and cost reimbursable contracts. This is a perfect fit for new and emerging firms, established firms breaking into the government-contracting arena, and for new proposal personnel. The workshop is designed for service and construction contracts. The instructors are highly experienced and present in an understandable and entertaining fashion. Take home materials include an information-packed manual, cost proposal spreadsheet diskette, and a certificate of training with 6.5 CPE credit hours in Finance.

**Prerequisite/Advanced Preparation:** None

**Instructional Method:** Group-Live

**Objective:** To provide attendees with the skills to effectively review, analyze and prepare compliant and highly effective government costs proposals.

**Audience:** Business owners and staff members, contract administrators, CPA's and CFO's new to government contracting, government contract specialist, and other interested parties.

### **Instructor Profiles:**

The workshop uses lecture and hands-on exercises to show participants how to prepare compliant cost proposals in either a sole source or competitive mode.

The instructor, Mr. Flowers, RGFCC Principal, is a seasoned professional in the art of government cost proposal preparation and the procurement process. During the past four years he has conducted numerous cost proposal workshops across the country for private firms and small business organizations.

### **Course Outline:**

- Proposal
- Rules and Regulations
- Concepts and Principles
- Cost Discovery
- What the Government Expects
- Types of Contracts
- Methods of Procurement
- Defective Pricing
- Cost Estimating
- Uniform Contract Format
- Detailed Spreadsheet Analysis
- Practical Exercises
- Manual & Proposal Diskette

**Course Level:** Basic