



**B C Construction
Association
NORTH**

Workshop on Responding To & Writing Requests for Proposals (RFPs)

WHERE

BCCA-North
Education Classroom
(lower level)
3851-18 Avenue
Prince George, B.C.

WHEN

March 12, 2010
Start: 8:30 am
Finish: 4:00 pm

COST

Members \$170.00
Non-Members \$220.00
Plus GST (includes lunch)

PAYMENT

(in advance)
Charge to your Association
Account
Visa, MasterCard, or
Cheque
Substitutions Permitted
Sorry no refunds will be

This workshop will be presented from a practitioner's perspective on Responding to Request for Proposals. Having developed, issued, received and evaluated numerous RFP's in her career, Cris Munro will take you through some of the pitfalls that detract from receiving full support of submissions as well as areas to focus on that may enhance your ability to win contracts from your submission.

This workshop will be invaluable for those individuals and companies involved in submitting formal Request for Proposals for such services as Construction Management, Design Build, P3's and Professional Services.

This Seminar will provide an Overview of the following topics:

- Request for Proposal Terminology
- Request for Proposal Responsibilities
- To Respond or Not to Respond
- The RFP Structure
- The steps:
 - Identification
 - Development
 - Delivery
 - Evaluation Processes
 - Debriefing & Challenges

Interactive exercises will be used throughout the workshop to enable participants a hands on building of a fictitious RFP submission.

For more information
please contact Michelle at BCCA-North,
Phone: (250) 614-1729
Email: education@nbcca.bc.ca



B C Construction Association NORTH

Course Registration

YES, we will have Attendees

WHERE

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Firm Name: _____

Contact Name: _____

Phone: _____ Fax: _____

Attending Students:

Name: _____

Name: _____

Name: _____

Total Attending: _____ Amount + GST _____

- Charge Association Account Visa
- Cheque Enclosed MasterCard

Account #: _____

Expiry Date: _____

Name on Card: _____

Signature: _____

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REGISTRATION

Seating is limited so register early Please complete this Registration Form & fax it to (250) 563-1107

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Email: education@nbcca.bc.ca