

Course Title: Preparing Successful Proposals**Abstract:**

Describes how and where to look for opportunities to do business with USTRANSCOM. Provide insights for any offeror responding to a Request for Proposal (RFP). Discussion will focus on understanding the government RFP and the requirement to avoid common mistakes in proposal. Key areas of emphasis will include: the RFP, understanding the requirement, proposal format, timeliness and communication with the contracting officer during the proposal process. Examples of mistakes will be provided during the discussion.

Organization: USTRANSCOM - TCAQ**Website:** <https://ww2.ustranscom.mil/>**Instructor(s):** Suzanne Mudd-Yarber and Andrea Mouser

-Mrs. Suzanne Mudd-Yarber was selected as the USTRANSCOM Director, Small Business Programs in June 2016. Prior USTRANSCOM positions held were Deputy, Contract Airlift Division; Chief, Specialized Sealift Branch; Chief, Sealift Administration Branch; and Chief, Domestic CRAF Branch. Mrs. Mudd-Yarber previously worked at Air Mobility Command. During her tenure, she held a variety of contracting positions. Her civil servant career started as an intern at Army Aviation Systems Command in St. Louis MO, October 1985. Mrs. Mudd-Yarber holds a Bachelor's Degree in Business Administration, McKendree University, Lebanon, IL; a Master of Arts Degree in Procurement and Acquisition Management, Webster University, St. Louis, MO; and a Level III certification in Contracting.

-Ms. Andrea Mouser is a Contracting Officer/Procurement Analyst in the IT Programs and Services Support Division, USTRANSCOM Directorate of Acquisition. Ms. Mouser has spent 16 years in the contracting career field procuring and administering requirements for advisory and assistance services, information technology support, and operational services and commodities. Ms. Mouser previously worked at Whiteman AFB, MO. She holds a Bachelor's Degree from the University of Oklahoma, Norman; a Master's Degree from the University of Tennessee, Knoxville; and a Level III certification in Contracting.

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