



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION VIII  
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North Dakota,  
South Dakota,  
Utah and Wyoming

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## **REGION 8 BULLETIN NO: 2014-29**

Subject: NTI- Procurement Series Courses

Date: October 14, 2014

Dear Grantees:

Below is a list of Procurement Series classes being offered through the National Transit Institute (NTI). The Procurement Series I and II will be offered in Denver, CO and Series III will be in Colorado Springs. The NTI link for each class is listed below.

### **Procurement Series - I - Orientation to Transit Procurement**

December 9-12, 2014 Denver, CO

<http://www.ntionline.com/courses/courseinfo.php?id=21>

The first of a four-part series \*, this three and a half-day foundational course is an overview of transit procurement and emphasizes "best practices" for contract procurements by FTA grantees. This revised procurement course will focus on good procurement business practices and policies from a broader industry perspective. The course introduces minimum standards for individual agency practices as described in the FTA Circular 4220.1F, and the Master Agreement and provides participants with a framework for examining basic issues pertaining to third-party contracting. This training covers the roles and responsibilities of contracting parties and will explore opportunities for teaming/partnering internally and with transit suppliers. Specific problem areas that may emerge during the procurement process will be identified and addressed. The Best Practices Procurement Manual and Circular 4220.1F are referenced throughout the course. This course is conducted utilizing exercises, case studies, and other interactive training activities.

### **Procurement Series - II - Risk Assessment and Basic Cost or Price Analysis**

May 19-22, 2015 Denver, CO

<http://www.ntionline.com/courses/courseinfo.php?id=18>

The second of a four-part series \*, this three and half-day course is designed to strengthen the procurement practices of transit authorities by improving the ability to perform cost and price analysis. This basic training helps build the sound financial management practices that are expected of organizations and agencies receiving direct grant support from the FTA. The revised course uses "best practices" and several hands-on exercises to augment explanations of acquisition strategies, design-build contracts, using data from cost and price analysis and price and cost certification. The effect risk has on different types of contracts and specifications are covered in great detail. The Best Practices Procurement Manual and Circular 4220.1F are referenced throughout the course. This course is conducted utilizing exercises, case studies, and other interactive training activities. A small calculator would be helpful for the class exercises

## Procurement Series - III - RFP's and Competitive Contract Negotiations

May 26-28, 2015 Colorado Springs, CO

<http://www.ntionline.com/courses/courseinfo.php?id=16>

The third course in a four-part series \*, this three day course will provide participants with a negotiation skill set. The participants will gain a greater understanding of negotiation, how to build negotiating skill sets and practice their application, when to negotiate and how negotiations are impacted by what is being procured. Competitive contract negotiations, non-competitive contract negotiations, moving beyond deadlock, and proposal evaluation are covered at length and augmented by best practices and exercises. The Best Practices Procurement Manual and Circular 4220.1F are referenced throughout the course. This course is conducted utilizing exercises, role-playing, case studies, and other interactive training activities. Opportunities will be available to practice negotiating skills and techniques. A small calculator would be helpful for the class exercises.

Please contact Donna Douville, Region 8 at 720-963-3332 or [donna.douville@dot.gov](mailto:donna.douville@dot.gov) with any questions,

Sincerely,

**DAVID L  
BECKHOUSE**

Digitally signed by DAVID L BECKHOUSE  
DN: c=US, o=U.S. Government, ou=DOT  
FHWALakewoodCO, ou=FTA  
FHWALakewoodCO, cn=DAVID L  
BECKHOUSE  
Date: 2014.10.15 10:47:50 -06'00'

(for) Linda M. Gehrke  
Regional Administrator