



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

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## **REGION 10 BULLETIN NO: 2011-61**

Subject: NTI Procurement Series - IV – Contract Administration

Program Area: Training

Date: December 14, 2011

The National Transit Institute (NTI) will be sponsoring a FREE course (\$600 for consultants and contractors) titled “**Procurement Series - IV – Contract Administration**” in the following cities:

Seattle, WA	April 24-27, 2012
Cleveland, OH	April 24-27, 2012

The last course in a four-part series\*, this three and half-day course focuses on how a good contract administration system should look and how it should function after contract award. This revised procurement course will emphasize good procurement business practices and policies from a broader industry perspective. This training covers the roles and responsibilities of contracting parties. 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.

**\*It is highly recommended that the four procurement courses be taken in the following order: Orientation to Transit Procurement, Risk Assessment and Basic Cost and Price Analysis, RFP’s and Competitive Contract Negotiations, and Contract Administration.**

Topics include, but are not limited to:

- The Contracting Environment
- The Contract Administration Team
- Proactive Contract Administration
- Managing Communication Between Contractor and Agency
- The Influence of Pre-award Activity on Contract Administration
- Modifying or Changing the Contract
- Contractual Remedies Addressing Performance Issues

Resolution of Disputes  
Contract Closeout

If you are interested in attending, please follow this link  
<http://www.ntionline.com/courses/courseinfo.php?id=22> to see detail course description and register on line.

For further information, please contact FTA Region 10's Ken Feldman at 206-220-7521 or by email [kenneth.feldman@dot.gov](mailto:kenneth.feldman@dot.gov).

Sincerely,



R.F. Krochalis  
Regional Administrator

*for*