



# Tribal Technical Assistance Program

Yurok Tribe Community Room  
190 Klamath Blvd  
Klamath, CA 95548  
Instructor: Diann Wilson  
TTAP Planning and Procurement Expert  
Cost: **Free**

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## PLANNING AND PROCUREMENT TRAINING DECEMBER 4-7 , 2018

### DECEMBER 4 | 8:30 – 12:00 “INTRODUCTION TO PLANNING”

This introductory class on the basic components of the Tribal transportation planning process begins with a group discussion to define the difference between a vision and a goal. A vital part of this training will be to assist in understanding the role of transportation planning as it pertains to transportation planning processes of the Office of Federal Lands Highway Tribal Transportation Program (TTP). Small group discussions will focus on barriers of tribal transportation planning and possible solutions. Participants are encouraged to bring a copy of their Tribal Transportation Improvement Plan (TTIP).

### DECEMBER 4 | 1:00 – 4:30 “PROCUREMENT PLANNING”

This class identifies tribal purchasing and procurement needs and outcomes. Participants will learn the importance of communicating within the agency, critical thinking, and researching the procurement options. This training will detail the provisions of identifying the scope of work, timeline, and requirements necessary to select vendors as part of the tribal planning process. Participants will be guided through an actual online solicitation and the requirements necessary to evaluate and select a vendor. Group discussion will focus on the types of technical evaluations for vendors. An overview of contract negotiation, execution and management will supplement the tribal procurement planning process training.

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### DECEMBER 5 | 8:30 – 12:00 “PROCUREMENT 101”

This class begins with a case-study of the largest political corruption case in FBI history. Procurement standards are illustrated. Training includes an overview of 2 CFR Cost Principles for State, Local, and Tribal Governments. Procurement standards and requirements of the Davis-Bacon Act, the Equal Employment Opportunity Commission and the Occupational Safety and Health Administration will be detailed. Participants will be guided through an actual online demonstration of the steps necessary to obtain a DUNS# and a SAMs profile.

### DECEMBER 5 | 1:00 – 4:30 “PROCUREMENT PROCESS – SOLICITATION THRU CONTRACTING”

This class provides a complete understanding of the procurement process. Types of procurement will be reviewed, and the various roles in a Procurement Office/Division will be defined. The 7 R’s of Procurement will provide direction on making purchases in a manner that provides full and open competition. Procurement methods will include a detailed discussion of simplified acquisition, formal procurement, and competitive procurement.

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405-380-3047

**MORE CLASSES PAGE 2 ...**

**DECEMBER 6 | 8:30 – 12:00 “PUBLIC INVOLVEMENT”**

This class provides a basic overview of the legal requirements of public involvement in the tribal transportation process. Methods related to public involvement will be reviewed. Overcoming challenges of engaging low-income communities and community members with physical limitations will form the basis for classroom discussion. Strategies to leverage the public involvement process will be offered through discussion of recent case studies.

**DECEMBER 6 | 1:00 – 4:30 “FINANCIAL PLANNING/FISCAL RESTRAINT”**

This class provides a basic introduction to financial planning and identifying needs and priorities. Participants will identify community priorities and possible funding streams. Each available funding source will be discussed in detail. Participants will be provided practical steps on beginning a Tribal Transportation Plan. Instructions will be provided on next steps after the Tribal Transportation Plan has been developed.

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**DECEMBER 7 | 8:30 – 12:00 “COST ESTIMATING”**

This class begins with an introduction to estimating basics for Tribal transportation projects. We will discuss how an “estimate” differs from a “bid”. We will define the different types of estimating, types of project delivery, and the compilation of how to achieve the best value for the investment. An electronic calculation spreadsheet will be shared along with practical application on how to calculate cost-per-unit or lump sum transportation project materials.

**DECEMBER 7 | 1:00 – 4:30 “SINGLE AUDIT”**

This class provides direction on how to prepare for an audit. Guidelines for when single audits are required for tribal transportation projects will be reviewed. Handouts from an actual Federal project will provide guidance on setting up files to accommodate the eventuality of an audit. Standards for determining if costs are allowable for Federal funding will be discussed. An additional review of 2 CFR Part 200 and the “Circulars” superseded by the Uniform Guidance will form the basis of classroom discussion.

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**TTAP brings transportation training your way. This highly interactive training combines lecture with group discussions and practical exercises.**

Introduction to Planning

Procurement Planning

Procurement 101

Procurement Process – Solic. thru Cont.

Public Involvement

Financial Plan/Fiscal Constraint

Cost Estimating

Single Audit

To register: Check beside the classes you would like to attend. Email this form to Diann Wilson at [diann.ttap@virginia.edu](mailto:diann.ttap@virginia.edu) or call 833-484-9944 toll free or visit [ttap.enrollware.com](http://ttap.enrollware.com)

**Name** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Tribe** \_\_\_\_\_