



# Tribal Technical Assistance Program

Seminole, OK  
Instructor: Diann Wilson

Cost: **FREE**

## **TTAP Planning & Procurement Training - February 26 - March 1, 2019**

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### **FEB 26 | 8:30 - 12:00 “INTRODUCTION TO PLANNING”**

Introduction to Planning is a 3.5-hour class that introduces the basic components of the Tribal transportation planning process beginning 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 Bureau of Indian Affairs and the Tribal Transportation Program. There will also be a special time devoted to breaking into small groups to discuss the barriers of Tribal Transportation Planning. The groups will then bring back possible solutions to the entire group for a class discussion. While not required, students are encouraged to bring a copy of their Tribal Transportation Improvement Plan (TTIP) or at least be familiar with it.

### **FEB 26 | 1:00 - 4:30 “PROCUREMENT PLANNING”**

Purchasing and Procurement Planning is a 3.5-hour class that identifies Tribal purchasing and procurement needs and outcomes. Students will discover the importance of communicating within the agency, critical thinking, and researching the procurement options. Group discussions will serve as a starting point in determining whether the participant is involved in “procurement” or “purchasing”. 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. The Instructor will guide the students through an actual “on-line” Solicitation and the requirements necessary to evaluate and select a vendor. Group discussion will include the types of Technical Evaluations for vendors. Contract negotiation, execution and management will round out the Tribal Procurement Planning process training.

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### **FEB 27 | 8:30 - 12:00 “PROCUREMENT 101”**

Procurement 101 is a 3.5-hour class that begins with a Case-study of the largest political corruption case in FBI history. Procurement standards are illustrated on the “CLAW” of the bear. Hands-on student activities will provide a humorous view of 2 CFR Cost Principles for State, Local, and Indian 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. The Instructor will guide the students through an actual “on-line” demonstration of the steps necessary to obtain a DUNS# and a SAMs profile.

### **FEB 27 | 1:00 - 4:30 “PROCUREMENT PROCESS - SOLICITATION TO CONTRACT AWARD”**

Procurement Process is a 3.5-hour class that continues and builds on concepts from Procurement 101 to develop a complete understanding of the definition of Procurement and the process involved. Simplified steps of the procurement process will be demonstrated through the act of ordering a pizza. Types of procurement will be reviewed, and the roles defined in a Procurement Office/Division. The 7 R’s of Procurement will provide direction in making purchases in a manner that provides and promotes full and open competition. Procurement methods will include a detailed discussion of “simplified acquisition”, “formal procurement”, and “competitive procurement”.

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**FEB 28 | 8:30 - 12:00 “PUBLIC INVOLVEMENT”**

The Public Involvement is a 3.5-hour class that provides a basic overview to the legal requirements of Public Involvement in the Tribal Transportation process. Students will begin with details of Public Involvement methods and techniques. Discovering the necessity of public involvement will entail a fun hands-on activity that highlights the importance of communication. Overcoming challenges of engaging low-income communities and possibly community members with physical limitations will be open for classroom discussion. Strategies to continue the Public Involvement process will be offered through discussion of recent Case-studies.

**FEB 28 | 1:00 - 4:30 “FINANCIAL PLANNING/FISCAL CONSTRAINT”**

Financial Planning for Tribal Transportation training is a 3.5-hour class that provides a basic introduction to Financial Planning and Identifying “Needs and Priorities”. Students will begin by identifying community priorities and then identify possible funding streams from the “Funding Projects and Types” handout. Each “available funding source” will be discussed in detail. Students will be provided practical steps on beginning a Tribal Transportation Plan. Direction will also be provided on what to do after the Tribal Transportation Plan has been developed.

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**MAR 1 | 8:30 - 12:00 “COST ESTIMATING”**

The Cost Estimating training is a 3.5-hour class that begins with the initial introduction to Estimating Basics for Tribal transportation projects. Class discussion will include how an “estimate” differs from a “bid”. The transportation project delivery process will define the different types of “estimating”, types of project delivery, and the compilation of how to achieve the best “bang-for-your-buck”. An electronic calculation spreadsheet will be shared along with practical application on how to calculate cost-per-unit or lump sum transportation project materials. A hands-on exercise will determine how to best estimate the cost of constructing one mile of roadway.

**MAR 1 | 1:00 - 4:30 “SINGLE AUDIT”**

The Single Audit 3.5-hour class provides direction on how to best prepare for an Audit and when Single Audits are required for Tribal transportation projects. Handouts from an actual Federal project will provide guidance for how to set up files to best accommodate the eventuality of an audit and standards for determining if costs are allowable for Federal funding. An additional review of 2 CFR Part 200 and the “Circulars” superseded by the Uniform Guidance will be a classroom discussion. Examples of Single Audit findings will provide guidance for Audit Best Practices. Responsibilities for management of Federal funding will be discussed in detail.

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**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 or visit [ttap.enrollware.com](http://ttap.enrollware.com).

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