

Procurement I IN-PERSON Courses Just Announced!

Click on any link for more information, or to register:

Procurement I: Orientation to Transit Procurement

(4 days, 9am-5pm local time daily)

- [March 24-27, 2025 - Fort Myers, FL](#)
- [April 7-10, 2025 - Decatur, IL](#)
- [May 5-8, 2025 - Indianapolis, IN](#)
- [June 23-26, 2025 - Portland, OR](#)
- [July 28-31, 2025 - Richmond, VA](#)

COURSE DETAILS



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Procurement I: Orientation to Transit Procurement

National Transit Institute

Description:
This four-day foundational course is an overview of transit procurement and emphasizes "best practices" for contract procurements by FTA grantees. This 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.

- Topics:**
Topics include, but are not limited to:
- Functions and principles of procurement
 - Planning and specifications
 - Solicitation and selection
 - Selected contract clauses
 - Awarding the contract and performance
 - Federal oversight of transit procurement

Audience:
This course is for those currently engaged in procurement for federal-funded transit agencies, contract administrators, project managers, procurement and contracting personnel wishing to improve their skills, transit suppliers, and FTA regional staff who review third-party contracting. Transit suppliers are encouraged to attend in order to understand the agency procurement function more thoroughly.

Length:
4 days

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Status	Waiting List Available
Course ID	600001
Section ID	7148
Session	FY2025
Category	NTI Standard Course
Days	MTuWTh
Dates	Monday, March 24, 2025, 9:00 a.m. - 5:00 p.m. Local Time Thursday, March 27, 2025, 9:00 a.m. - 5:00 p.m. Local Time
Times	9:00 AM - 5:00 PM
Format	Instructor led - classroom
Available Slots	0
Instructors	LaRusch, James Schurgot, Pamela
Location	Lee County Board of County Commissioners, --, Room is TBA 2115 Second Street Fort Myers , FL 33901

Course Prerequisites: None

Abstract

Course Hours: Local Time

March 24, 9:00am - 5:00pm (with morning registration at 8:30 a.m.)

March 25, 9:00am - 5:00pm

March 26, 9:00am - 5:00pm

March 27, 9:00am - 5:00pm

Attire: Business Casual

Please note: Each participant will be responsible for finding their own lodging, transportation and parking.

NTI will only issue Certificates of Completion to individuals who attend the entire course. Please plan your travel accordingly.

Course Cancellation/Attendance Policy:

All registrants for NTI classes will be asked to certify that they have 1. permission from their supervisor and agency to attend the NTI class; 2. travel funding necessary to travel to the training location, and; 3. certify and acknowledge that they have read and accept this policy.

All registrants are required to notify NTI if they are unable to attend the class **at least three (3) weeks prior to the start of the class.** This notice is to be provided to the NTI program coordinator who is responsible for the course. Failure to show up for a registered class will result in the inability to register for future NTI courses. **To read the full NTI Course Registration and Attendance Policy (effective March 24, 2024), please [click here](#).**

Select One: Once logged in, select only ONE of the following fees. If only one fee is listed, it must be selected.

- | | |
|------|---|
| \$ 0 | Registration Fee - Consultants, Contractors, Non-profits - USA only |
| \$ 0 | Registration Fee - Non-USA Transportation or Government Agency |
| \$ 0 | Registration Fee - Transit agencies, Federal Government, MPOs, and State DOTs |

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