

COURSE DETAILS

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Procurement II - Risk Assessment and Basic Cost or Price Analysis

National Transit Institute

Description:

The second of a four-part series *, this four-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. This course uses "best practices" and several hands-on exercises to augment explanations and how to perform cost and price analysis and price and cost certification. The effect risk has on different types of contracts and specifications is covered in great detail. Independent Cost Estimating, direct and indirect costing along with profit/fee analysis are also covered in 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.

Topics:

Topics include, but are not limited to:

- Price or Cost Analysis
- Effect of Price or Cost Analysis on Types of Contracts
- Contract Modifications
- Determination of Fair and Reasonable Price
- Methods of Conducting Cost Comparison
- Role Risk Plays in Pricing
- Effect of Contract Type on Allocation of Risk
- Effect of Specification Type on Risk Allocation
- FTA's Role in the Procurement Process

Audience:

This course is for those currently engaged in procurement for federally 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.

Prerequisite:

Participants must successfully complete Procurement 1: Orientation to Transit Procurement before taking this course.

Length:

4 days

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Status	Waiting List Available
Course ID	600002
Section ID	7226
Session	FY2026
Category	NTI Standard Course
Days	MTuWTh
Dates	Monday, November 3, 2025, 9:00 a.m. - 5:00 p.m. Local Time Thursday, November 6, 2025, 9:00 a.m. - 5:00 p.m. Local Time
Times	9:00 AM - 5:00 PM
Format	Instructor led - classroom
Instructors	Merhoff, Margaret Schurgot, Pamela
Location	San Carlos, CA San Mateo County Transit (SMCTD), 2nd Floor Auditorium, N/A 1250 San Carlos Avenue San Carlos, CA 94070

Prerequisites Participants must successfully complete Procurement 1: Orientation to Transit Procurement.

Course Prerequisites None

Abstract

Course Hours: Local Time

November 3, 9:00am - 5:00pm (with morning registration at 8:30 a.m.)

November 4, 9:00am - 5:00pm

November 5, 9:00am - 5:00pm

November 6, 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 August 19, 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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