

COURSE DETAILS



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Procurement IV: Contract Administration

National Transit Institute

Description:

The last course in a four-part series *, this four-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.

Topics

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

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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Instructor led - classroom

Status	Waiting List Available
Course ID	600004
Section ID	7413
Session	FY2026
Category	NTI Standard Course
Days	MTuWTh
Dates	Monday, December 1, 2025, 1:00pm – 5:00pm Local Time Thursday, December 4, 2025, 1:00pm – 5:00pm Local Time
Times	9:00 AM - 5:00 PM
Format	Instructor led - classroom
Available Slots	0
Instructors	Merhoff, Margaret Bogovich, Richard
Location	Orlando, F L- LYNX Central Station, LYNX Central Station Open Space (directions) 455 N Garland Avenue 2nd Floor Open Space Orlando , FL 32801

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

Course [Procurement I: Orientation to Transit Procurement](#)

Prerequisites

Abstract

Course Hours: Local Time

December 1, 9:00am - 5:00pm (with morning registration at 8:30 a.m.)

December 2, 9:00am - 5:00pm

December 3, 9:00am - 5:00pm

December 4, 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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