



Contract Administration Core Curriculum (Resource Center Workshop)

Instructor-led Training

This training has been prepared by the Federal Highway Administration (FHWA), Contract Administration Group. This Group is located within the Office of Program Administration (HIPA) office, which is part of the Office of Infrastructure.

This training is designed to discuss contract provisions, administrative procedures, and applicable policies related to Federal-aid construction contracts. Discussions will include those contract procedures, policies, and requirements prescribed in 23 CFR Sections 230, 633, and 635; and their applicability to construction contracts. There will also be discussion about the detection and reporting of fraud to the Office of the Inspector General (OIG), U.S. Department of Transportation.

OUTCOMES: Upon completion of the training, participants will be able to:

- Locate and interpret policy, procedures and directives that affect construction contract provision and contracting procedures
- Research FHWA policy via statutes, regulations, and directives in a systematic manner, using the web and other resources
- List the 5 financial steps involved after contract award through State reimbursement from the US Treasury (Reimbursable program)
- Interpret the 13 provisions of form FHWA-1273- "Required Contract Provisions for Federal-aid Construction Projects"
- Explain how State and Local Procedures can coexist with Federal procedures while maintaining Federal-aid eligibility
- Be able to interpret the State's oversight agreement
- Use fraud indicators to detect the possibility of fraud and refer any matters involving fraud, bribery, kickbacks, gratuities, etc. to the USDOT/OIG

TARGET AUDIENCE: This training is designed for all FHWA Division Office personnel that must read, interpret and apply Federal regulations that effect administration of Federal aid contracts. All State and local government agency personnel that must interpret and apply Federal regulations that effect administration of Federal aid contracts.

TRAINING LEVEL: Beginner

LENGTH: 1.5 day

CEU: 0 Units

FY 2008 FEE: FREE

CLASS SIZE: Minimum: 20; Maximum: 40

REGISTRATION: To host a session of an NHI course, go to the NHI Web site at www.nhi.fhwa.dot.gov and select the "Host a Course" link, then complete the "Host an Instructor-led Training (ILT) Course" form. After the form is received, an instructor will contact the local coordinator to schedule the session. Requested dates may be shown on the form; however, scheduling is subject to instructor availability. All confirmed sessions are listed on the NHI Web site by date and course number.

NHI Training Team: (703) 235-0534 • E-mail nhitraining@fhwa.dot.gov

Subject Matter Contact: Douglas Townes • (404) 562-3914 • E-mail douglas.townes@dot.gov

NHI Training Program Manager: Ann Gretter • (703) 235-1260 • E-mail ann.gretter@fhwa.dot.gov



NATIONAL HIGHWAY INSTITUTE