



## Free Training for State Agencies

Understanding Recovery Act Contracting Terms – August 18, 2009

[www.recovery.wa.gov](http://www.recovery.wa.gov)

### **What is the title of the training? Understanding Recovery Act Contracting Terms**

**Who should attend?** This presentation is for state and local managers and other staff responsible for the preparing and managing federal contracts, especially for those programs receiving funding from the American Recovery and Reinvestment Act (Recovery Act). Financial staff, program managers, grant and contract managers, internal auditors, and risk managers may find this class particularly beneficial.

Although this class is aimed at state agencies receiving Recovery Act funds, these trainings will also be helpful for government staff working with federal contracts.

**What will I learn?** The purpose of this training is to give employees a general understanding of federal contracting requirements and tips that may assist with clarity. It is designed to make agencies aware of the contracting language and terms that are specific to the Recovery Act funds. This training has been designed as a panel presentation using subject matters experts from across state government. The panel will include a number of presenters and topics, including:

- **Overview of contract terms specific to the Recovery Act**  
Alice Blado, State Attorney General's Office
- **State prevailing wage law**  
David Soma, State Department of Labor and Industries
- **Davis-Bacon, Buy American, fair procurement - non-discrimination**  
Craig McDaniel, State Department of Transportation
- **Business rules and procedures for minority, women's, small, or veteran's businesses**  
Juan Huey-Ray, State Office of Minority and Women's Business Enterprises
- **Contract management/monitoring, service contracts (personal and client), State Office of Financial Management oversight role**  
Laura Wood, State Office of Financial Management
- **IT contracts policies and procedures, State Department of Information Services oversight role**  
Wilford Saunders, State Department of Information Services

The class is basic in nature, but will include a Recovery Act-related focus where appropriate. It will be directed at Washington State agency requirements; therefore, some content may not be applicable to local government.

**How do I register?** Please use this link to register: <http://www.ofm.wa.gov/training/default.asp>

**Is there a cost?** No, this training is FREE.



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**When and where will this training be held?** Tuesday, August 18, 2009, 2:00 p.m. – 4:30 p.m. in the OB2 Auditorium on the Capitol Campus in Olympia. For directions to the Capitol Campus, use the linked [map](#). For directions to the OB 2 Auditorium, see the [detailed map](#) of the campus.

### **What other trainings or classes will I be expected to attend?**

The Governor's Economic Recovery Team is sponsoring a series of trainings aimed at successful implementation of the Recovery Act. The first five trainings listed below are general, or refresher, training. This training and the Reporting Requirements trainings are specific to the Recovery Act.

- **Antitrust and Fraud Awareness** – Classes were held in June. One more is scheduled for August 19.
- **Basics of Internal Control** – July 27, with a make-up class on August 18.
- **Federal Grants Management** – First class held on August 4, with a make-up class in mid-August.
- **Risk Management** – First class held on August 25, with a make-up class in mid-September.
- **Tips for Surviving a Single Audit** – tentative date TBD.
- **Reporting Requirements** – tentative date TBD.

**Can I learn continuing education credits for this training?** Yes, we anticipate this class will be worth continuing professional education credit. Sign-in sheets will be available at the training.

### **For further information on all Recovery Act-related trainings, please contact:**

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