



# Leadership Institute Training

## Acquisition Basics for Goods and Services

### AGENDA

Portland, Oregon

May 22-25, 2012

#### Day One

8:30 a.m. to 9:00 a.m.	Registration & Sign-In
9:00 a.m. to 9:30 a.m.	Welcome, Orientation, Agenda, Syllabus & Introductions
9:30 a.m. to 10:15 a.m.	Overview of NAHASDA & 24 CFR part 85
10:15 a.m. to 10:30 a.m.	Break
10:30 a.m. to 11:50 a.m.	Introduction to Procurement
11:50 a.m. to 1:15 p.m.	Lunch
1:15 p.m. to 2:30 p.m.	Pre-Solicitation Phase, Contractor Qualifications & Small Purchases
2:30 p.m. to 2:45 p.m.	Break
2:45 p.m. to 4:30 p.m.	Sealed Bidding

## **Day Two**

8:30 a.m. to 9:00 a.m.	Sign-In
9:00 a.m. to 10:00 a.m.	Sealed Bidding
10:00 a.m. to 10:15 a.m.	Break
10:15 a.m. to 11:55 a.m.	Competitive Proposals
11:55 a.m. to 1:15 p.m.	Lunch
1:15 p.m. to 2:30 p.m.	Competitive Proposals
2:30 p.m. to 2:45 p.m.	Break
2:45 p.m. to 4:30 p.m.	Cost/Price Analysis

## **Day Three**

8:30 a.m. to 9:00 a.m.	Sign-In
9:00 a.m. to 10:00 a.m.	Introduction to Contracts
10:00 a.m. to 10:15 a.m.	Break
10:15 a.m. to 11:55 a.m.	Contract Administration
11:55 a.m. to 1:15 p.m.	Lunch
1:15 p.m. to 2:30 p.m.	Contract Administration
2:30 p.m. to 2:45 p.m.	Break
2:45 p.m. to 3:15 p.m.	Appeals, Protests, and Claims
3:15 pm. to 4:30 p.m.	Procurement & Contract Administration Review

## **Day Four**

8:30 a.m. to 12:00 p.m.	<b>Course Examination</b>
12:00 p.m. to 12:15 p.m.	Course Evaluation
12:15 p.m.	End of Course

*Please Note: Times and topics, as specified on the agenda, are approximate and may vary depending on the pace of the class.*