Course Number

FHWA-NHI-231028

New Training

Course Title

Using the AASHTO Audit Guide for the Procurement and Administration of A/E Contracts

Using the AASHTO Audit Guide for the Procurement and Administration of A/E Contracts course is a one-day introductory course of interest to a wide variety of practitioners whose jobs require that they work with Architectural and Engineering (A/E) contracts. The course incorporates small- and large group discussions, case study activities, and both a scored and unscored assessment to reinforce learning.

The course begins with an overview of government contracting for A/E services and the related roles and responsibilities. Participants learn about the A/E Project Cycle and discuss cost components common to A/E contracts.

Next, participants learn about important regulations and standards applicable to the administration of A/E contracts and the role of each. Key cost principles are covered so that participants can learn to distinguish between direct and indirect costs and to differentiate between the concepts of allowability, allocability, and reasonableness.

The importance of internal controls is emphasized as participants are taught to recognize risk factors and indicators of control deficiencies. In a discussion of key areas of costs, participants learn to use the AASHTO Uniform Audit & Accounting Guide to better understand directly associated costs and whether specific indirect costs are allowable. A case study helps participants to practice the application of these principles.

After an overview of A/E firm audits and related roles and responsibilities, participants review a sample cost proposal and related contract wording in order to begin linking audit information, cost proposals, and contracts. The course ends with a discussion of cognizance and the risk management framework followed by a review of select tools and resources that support the administration of A/E contracts.

Outcomes

Upon completion of the course, participants will be able to:

- Explain the Federal and State laws, regulations, policies and procedures that relate to the procurement and administration of A/E contracts.
- Explain how to use audit information in the procurement and administration of A/E contracts.
- Identify and discuss concepts of direct and indirect, allowable and unallowable costs in A/E contracts.
- Locate selected tools and resources to assist in the procurement and administration of A/E contracts.

Target Audience

This course is particularly suited for practitioners associated with procurement, audit, and the administration of A/E contracts.

Training Level: Basic

Fee: 2013: $300 Per Person; 2014: N/A

Length: 9 HOURS (CEU: .9 UNITS)

Class Size: MINIMUM: 20; MAXIMUM: 30

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