



NCEPC TRAINING
MARCH 13, 2014
SDCOE - ROOM TO BE ANNOUNCED
8:00AM - 4:00PM

8:00am - 8:30am

Welcome & Registration

Presenter: Michael Kolodisner - Pro-Train

8:30am - 11:30am

The Buyer's Toolkit

- Nature of the public purchasing job
- Legal requirements and constraints
- Specification development and review
- Purchase methods
- Bid processing
- Contract administration
- Inventory management
- Surplus property administration
- Public purchasing ethics

11:30am - 12:30pm

Lunch - On your own

12:30pm - 4:00 pm

Basic Legal Principles in Contracting

- Basic elements of a contract
- Contract interpretation, rules and issues
- Contract defaults, issues and resolutions
- Intellectual property law
- Principles of the Uniform Commercial Code
- Illegal business practices related to contracts
- Issues in dealing with independent contractors

Contract administration

- Definition of contract administration
- Appropriate interaction with contractors
- Understanding and interpreting the contract
- Contract payment types
- Contract breaches and remedies
- Contract remedies
- Invoice monitoring
- Contract close out



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REGISTRATION FORM

DISTRICT: _____

PRIMARY CONTACT: _____

PHONE NUMBER: _____

EMAIL: _____

ATTENDEE/TITLE: 1) _____

PLEASE PRINT 2) _____

3) _____

4) _____

PLEASE RETURN FORM BY **FEBRUARY 28TH** VIA EMAIL OR FAX TO:

SHER HOFF/ENCINITAS UNION SCHOOL DISTRICT

SHER.HOFF@EUSD.NET / 760-633-1298 FAX