Overview
AAHA is hosting a three (3) day online training on Contract Administration and Procurement. This training will provide attendees with information and guidance under the Native American Housing and Self Determination Act (NAHASDA) for housing authority staff and tribal members to understand and meet the program requirements for procurement and contract administration. This training has been broken into modules to accommodate your schedule and interests in the different aspects of Contract Admiration & Procurement.

Trainer
Rob Jordan is Co-Owner of Dare to Know LLC., a built environment consulting firm. Rob has more than a decade of experience providing clear, concise, and cogent solutions for housing entities, non-governmental organizations, and executives. He developed High Quality Standards and Uniform Physical Conditions Standards trainings, and organized the Developing Alaska’s Sustainable Housing (DASH) 2012 conference for Association of Alaska Housing Authorities (AAHA). Rob holds an MA and BA from the University of Alaska Fairbanks. He has served as an Executive Director, President, CEO, Program Manager, Grants Administrator, & Data Manager during his career.

Due to the current COVID-19 (coronavirus) pandemic, this training is being offered virtually.

Instructions & Materials
Instructions on how to access the virtual training and a link to electronic materials will be emailed by Friday, June 19, 2020.

Technology Needed
The training will be presented via an online platform. Participants will need a computer, laptop, smart device (tablet) with internet or Wi-Fi connection or telephone. An email address will be required for each registered participant. A web camera is not required.

Modules:
Our 3-Day Training Agenda and course modules (see attached document) give you the flexibility to work within your schedule and attend the modules that meet your specific needs to achieve your organization’s goals.

Registration:
- To register for the online training, please [click here](#).
- To register by phone call Cynthia Gurisko at AAHA at (907) 330-8397 or email: cgurisko@aahaak.org.
- Registration for this workshop is FREE!
Contract Administration & Procurement
MODULES AGENDA
JUNE 23-25, 2020

Listed below are 6 training modules focused on different components of Contract Administration & Procurement. These modules can be attended back-to-back as full-day sessions, or as separate stand-alone modules based on your interest or needs.

**Tuesday, June 23, 2020**
9:00 AM – 12:00 PM  Module 1: Procurement Planning
1:00 PM – 4:00 PM  Module 2: Purchasing & Sealed Bidding

**Wednesday, June 24, 2020**
9:00 AM – 12:00 PM  Module 3: Competitive Proposals & Alternative Procurement Methods
1:00 PM – 4:00 PM  Module 4: Qualifications, Pricing Analysis & Environmental Reviews

**Thursday, June 25, 2020**
9:00 AM – 12:00 PM  Module 5: Construction Contracts, Construction Documents & Contract Awards
1:00 PM – 4:00 PM  Module 6: Contract Administration, Project Completion & Disputes