



Contract Administration Program Course Descriptions

The Montgomery County Government (MCG) Contract Administration training curriculum was developed and is taught by MCG internal subject matter experts. The Office of Human Resources is currently partnering with representatives from the Office of the County Attorney, the Office of Procurement, the Department of Finance, the Office of Management and Budget, and the Department of General Services to revise and enhance the current Contract administration curriculum for Contract Administrators and Management Leadership Services (MLS). The Contract Administration curriculum is designed for all County employees who manage and monitor County contracts.

Mandatory Courses:

The curriculum includes an "Overview of Contract Administration" which is required for all Contract Administrators and MLS who (1) have not previously completed the County's 5-day Contract Administration Program or the 2-day DDHS Customized Contract Administration Program.

- Overview of Contract Administration
- Contract Compliance Programs
- Contract Drafting and Risk Management
- Contract Negotiation
- Payment Processing
- Grant-Funded Contracting

Class Title: Overview of Contract Administration
Length: 3 hours
Target Audience: All MCG employees who manager and monitor County Contracts and all Management Leadership Service (MLS) who have not previously completed the County's 5-day Contract Administration Program or the 2-day DDHS Customized Contract Administration Program.
Instructor: Pam Jones, Procurement Department and Megan Greene, Office of the County Attorney
Description: This course is part of the Contract Administration training curriculum that is a **required** program for all MCG employees who manage and monitor County contracts.

Objectives:

- Enhance knowledge of the Montgomery County procurement and contract administration process, charter, County Code, and procurement regulations, policies, and procedures.
- Increase understanding of the laws that govern the process.
- Highlight common procedures and problems that impact the procurement process.
- Learn the Procurement Team member roles and responsibilities.

Class Title: Contract Compliance Programs
Length: 2 hours
Target Audience: All MCG employees who manager and monitor County Contracts
Instructor: Grace Denno, Procurement Department
Description: This course is part of the Contract Administration training curriculum that is a **required** program for all MCG employees who manage and monitor County contracts.

Objectives:

- Understand the County’s contract compliance laws, regulations and mandates, and which ones apply to your contract.
- Understand the process of each contract compliance program, such as its workflow, exemption categories and how to request for waivers/exceptions.
- Know where to find resources for the programs: laws, regulations, criteria, search engines, etc.
- Know whom to contact when issues arise.

Class Title: Contract Drafting and Risk Management
Length: Four hours
Target Audience: All MCG employees who manager and monitor County Contracts
Instructor: Trevor Ashbarry, Office of the County Attorney
Description: This course is part of the Contract Administration training curriculum that is a **required** program for all MCG employees who manage and monitor County contracts.

Objectives:

- Understand the legal authority that government MCG procurement contracting.
- Gain insight into MCG required processes leading to contract execution.
- Learn the methods of solicitations and source selection within MCG.
- Discover the reasons a vendor may be excluded from contract award eligibility.
- Understand the requirements to form a valid contract.
- Learn the required “General Conditions of Contract between County and Contractor,” and other necessary provisions.
- Learn public policy requirements impacting procurement contract.
- Apply Plain English usage in drafting contracts.
- Understand the principles and processes associated with contract administration in MCG.

Class Title: Contract Negotiation
Length: Four hours
Target Audience: All MCG employees who manager and monitor County Contracts
Instructor: Trevor Ashbarry, Office of the County Attorney
Description: This course is part of the Contract Administration training curriculum that is a **required** program for all MCG employees who manage and monitor County contracts.

Objectives:

- Define and apply “Negotiation” principles, as part of contract drafting, implementation, and enforcement processes.

- Learn important negotiation steps.
- Understand communication factors in the negotiation process.
- Optimize success and get past restraints in the contract negotiation process.
- Determine your negotiation range.
- Address the concepts of value, fairness, and reasonableness in your negotiations.

Class Title: **Payment Processing**
 Length: 2 hours
 Target Audience: All MCG employees who manager and monitor County Contracts
 Instructor: Karen Smith, Department of Finance and Rassa Davoodpour, Department of General Services
 Description: This course is part of the Contract Administration training curriculum that is a **required** program for all MCG employees who manage and monitor County contracts.

- Objectives:
- Discover how contract terms and conditions relate to the payment process.
 - Learn roles and responsibilities
 - Understand the payment process.

Class Title: **Grant-Funded Contracting**
 Length: 2 hours
 Target Audience: All MCG employees who manager and monitor County Contracts
 Instructor: Jeri Cauthorn, Department of Finance
 Description: This course is part of the Contract Administration training curriculum that is a **required** program for all MCG employees who manage and monitor County contracts.

- Objectives:
- Understand relevant procurement regulations.
 - Provide an overview of the various types of federal, state, regional, and foundation grants that can fund and/or authorize County contracts.
 - Learn how the County Council designates non-competitive contracts.
 - Understand the criteria and processes to add/delete/amend items to Non-Competitive Contract Award List.
 - Roles and responsibilities of the Contract Administrator, Procurement, Grantee/Vendor; and the various granting authorities (County Council, County Executive, State of Maryland, Federal Government and others).