



Contract Administration Learning Path Courses FY24

Note: All classes are held virtually in MS Teams.

Course Title	Date	Time	Instructor(s)
Overview of Contract Administration	October 18, 2023	1 – 4 p.m.	Megan Greene and Melissa Garner
Overview of Contract Administration	January 24, 2024	1 – 4 p.m.	Megan Greene and Melissa Garner
Overview of Contract Administration	April 17, 2024	1 – 4 p.m.	Megan Greene and Melissa Garner
Contract Compliance Programs	September 14, 2023	10 a.m. – Noon	Grace Denno
Contract Compliance Programs	January 18, 2024	10 a.m. – Noon	Grace Denno
Contract Compliance Programs	May 23, 2024	10 a.m. – Noon	Grace Denno
Payment Processing	August 28, 2023	10 a.m. – Noon	Karen Smith and Rassa Davoodpour
Payment Processing	October 16, 2023	10 a.m. – Noon	Karen Smith and Rassa Davoodpour
Payment Processing	January 22, 2024	10 a.m. – Noon	Karen Smith and Rassa Davoodpour
Payment Processing	April 22, 2024	10 a.m. – Noon	Karen Smith and Rassa Davoodpour
Contract Drafting and Risk Management	November 7, 2023	9 a.m. – 1 p.m.	Trevor Ashbarry
Contract Drafting and Risk Management	February 01, 2024	9 a.m. – 1 p.m.	Trevor Ashbarry
Contract Drafting and Risk Management	May 7, 2024	9 a.m. – 1 p.m.	Trevor Ashbarry
Contract Negotiation	December 13, 2023	9 a.m. – 1 p.m.	Trevor Ashbarry
Contract Negotiation	March 26, 2024	9 a.m. – 1 p.m.	Trevor Ashbarry
Contract Negotiation	May 16, 2024	9 a.m. – 1 p.m.	Trevor Ashbarry
Grant Funded Contracting	November 15, 2023	10 a.m. – Noon	Jeri Cauthorn
Grant Funded Contracting	January 30, 2024	10 a.m. – Noon	Jeri Cauthorn

Click the link below for class description and more info.

[Contract Administration Program.pdf \(montgomerycountymd.gov\)](#)

Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: [AccessMCGePortal](#)
- Contractors, volunteers **without** a MCG Computer Network Login: [AccessMCG ExtranetPortal](#)
- Enrollment Instructions: [Enroll in aClass](#)
- **Registration closes 24 hours in advance of the class. An Outlook email with a webinar link to join the class will be sent to participants prior to the class.**

ADA Reasonable Accommodations

Please contact the OHR Training Line at 240-777-5116 or OLM.Admin@montgomerycountymd.gov at least five (5) full business days prior to the event to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.