

Pre-Negotiation Consultant Audit Training Course

DESCRIPTION:

This course covers the essential elements of contracting and the auditing of engineering consulting firms for transportation projects. Course topics will include, but are not limited to:

- Contracting with design engineering firms
- Federal Transportation Laws and Regulations
- The Federal Acquisition Regulations (FARs)
 - Contract types
 - Cost Principles
- Indirect Costs

OBJECTIVES:

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

- Analyze contract types
- Use the FAR Part 31 Contract Cost Principles and Procedures in determining eligible costs
- Use the correct terminology in transportation auditing
- Prepare and analyze a schedule of indirect costs
- Audit reporting including internal controls, opinions and compliance

TARGET AUDIENCE:

This course is intended for state auditors, consultants, contracting officers, and public accountants that perform audits of consulting firms. The primary focus of the course is auditing of indirect costs and resultant overhead rates of consultants who perform engineering and engineering-related work for the State Highway Agencies.

AGENDA:

8:30 – 9:00	Introduction
9:00 – 10:00	Contracting
10:00 – 10:15	Break
10:15 – 12:00	Guide History and Overview
12:00 – 1:30	Lunch
1:30 – 3:00	Cost Principles
3:00 – 3:15	Break
3:15 – 4:30	Management's Responsibility and Audits

Registration Procedure

- 1) Please contact Gail Ikeda at 956-9006, 956-8851 (FAX) or gail@eng.hawaii.edu by Wednesday, **May 20, 2002**.
- 2) Attendance is limited, and preference is given to local government employees.
- 3) Private company participation is on a space available basis at a fee of \$55.00. We will fax you a letter indicating whether a seat has been reserved for you by May 22, 2002.

Cancellations

Please contact us if you must cancel your registration or if someone will be substituting for you. Refunds will be made if notice of cancellations is received at least 3 workdays prior to the workshop date.

Parking

Parking is available at the Restaurant Row Parking Garage. The early bird special is located on the 5th floor for \$6.00, with no in and out privileges and you must get your ticket validated before 9:00 am.

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May 28, 2002

Prince Kuhio Building (Federal
Building), Room 5-204
(300 Ala Moana Blvd.)

8:30 a.m. – 4:30 p.m.

Workshop sponsored by the
**Hawaii Local Technical Assistance
Program**

in cooperation with the
*Hawaii State Department of Transportation,
University of Hawaii's Department of Civil
Engineering and the Federal Highway
Administration*

Hawaii Local Technical Assistance Program

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