

DATE: January 11, 2008

TO: Agency Addressed (No. 06, 2007-2008)

FROM: Douglas A. Darling, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: CONTRACT AND GRANT MANAGEMENT TRAINING FOR STATE AGENCIES

The Bureau of Auditing continues to provide Contract and Grant Management training to State agency personnel. We are pleased to announce the Advancing Accountability Class for 2008. Best practices are presented for crucial areas of the contract and grant administration process. Emphasis is placed on areas of weakness revealed through expanded pre-audits and post-audits conducted by the Bureau.

The Advancing Accountability training was developed in the “train the trainer” format, and consists of seven crucial elements: Planning, Procurement/Selection, Price/Cost Analyses, Agreements, Monitoring, Payments and Closeout. Key agency contract/grant managers and those who are responsible for establishing policies and procedures for the administration of contracts and grants are strongly encouraged to attend.

Training sessions will be conducted on the following dates: January 16, February 6, March 5, April 9, May 7, June 4, July 9, August 6, September 10, October 8, November 5 and December 10, 2008. The training will be conducted from 9:00 AM - 4:00 PM at the Betty Easley Conference Center, 4075 Esplanade Way, Tallahassee, Florida 32399. Employees may register for a class by contacting Suzette Harris at 850- 413-5740, Suncom 293-5740 or Suzette.Harris@fldfs.com.