

DATE: January 16, 2009

TO: Agency Addressed (No. 07, 2008-2009)

FROM: Kimberly D. McMurray, Director  
Division of Accounting and Auditing  
Department of Financial Services

SUBJECT: CONTRACT AND GRANT MANAGEMENT TRAINING  
FOR STATE AGENCIES

The Department of Financial Services, Bureau of Auditing, is pleased to continue offering Contract and Grant Management training for State Agency personnel in 2009. Agency contract/grant managers and those responsible for establishing policies and procedures for the administration of contracts and grants are strongly encouraged to attend.

In the current economic climate, *Advancing Accountability — Best Practices for Contract and Grant Management* is particularly relevant since we emphasize improvement in developing crucial areas of the contract and grant administration process: Planning, Procurement/Selection/Price/Cost Analyses, Constructing Agreements, Monitoring, Payments, and Closeout.

Requests from past attendees prompted the addition of a follow-up class: *Monitoring, Agreements, and Accountability – Are You Getting What You Pay For?* This session is a workshop designed to provide participants with:

- A hands-on monitoring experience;
- A better understanding of the importance of a well-written agreement; and
- Additional exercises in applying concepts discussed in the earlier training session, focusing on areas that create challenges to the Agency's ability to ensure accountability.

**Note:** *Monitoring, Agreements and Accountability* will be offered three times in 2009. Previous attendance of *Advancing Accountability* class is a prerequisite. Priority will be given to those who attended within the three months prior to each training date.

*Advancing Accountability* training sessions are scheduled for 9:00 AM - 4:00 PM on the following dates: February 18, March 4, April 8, May 13, July 8, August 5, September 2, October 7, and December 9, 2009. The February 18th training will be held in the Fletcher Building, 101 E. Gaines Street, Tallahassee, Florida, 32399. All other training will be held at the Betty Easley Conference Center, 4075 Esplanade Way, Tallahassee, Florida 32399.

*Monitoring, Agreements, and Accountability* training sessions will be conducted on the following dates: March 5, July 9, and October 8, 2009. 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 Crystal Thomas at 850- 413-5361, or [Crystal.Thomas@myfloridacfo.com](mailto:Crystal.Thomas@myfloridacfo.com)