



Contract Administration Subcommittee (CASC) 2010 CASC Workshops

Workshops are usually held in four locations: Everett, Renton, Yakima, and Camas. Be sure to register for *only one* location. If the class is filled at the location of your choice, try the other location.

CASC Workshops are almost always free. Because workshops fill up quickly, we ask that you not register for a given workshop unless you absolutely plan to attend.
We also ask that you notify Holly Stewart (hstewart@mrsc.org) immediately if you have registered for a class, but find that you cannot attend, so that your slot can be filled by another person.
If you do not attend a workshop for which you have registered and do not notify Holly in advance, registration for the next workshop will not be allowed.

- 1) Bring your own (or no lunch).**
2) Visit a local deli or restaurant. Moderator will give you pointers.

Coffee
 Coffee will be available, courtesy of a corporate sponsor or agency.
 (If your firm is interested in sponsoring coffee or an espresso cart for a workshop,
 Call John Carpita at (206) 625-1300.

Date	Workshop Description
February 3rd – Renton February 10th – Yakima February 17th – Camas February 23rd – Everett 10:00 am to 2:30 pm 3 CASC Certificate Hours	Records Management Basics of Records Retention and Local Government Updates – learn the basics of records retention for local government agencies and updates on the changes and trends in records management. Electronic Records Management – What Should I Be Doing? – get tips and practical tools on how to manage electronic records using what you already have.
May 5th – Renton May 26th – Yakima May 19th – Camas May 25th – Everett 10:00 am to 3:00 pm 3 CASC Certificate Hours	BONDS AND INSURANCE MINI-WORKSHOP Bond. James Bond. Ooops! That's bond, as in bid bond, performance and payment bond, etc. But don't you wish you had a License to Kill whoever thought up all the stuff you are supposed to remember about bonds, liens and retainage? On the other hand, You Live Only Twice, so why not take time to try to understand it all? Let our panel of experts, The Man (actually, men and women) with the Golden Gun (Actually, lots of info) help you sort it all out. This workshop is truly For Your Eyes Only. Are You Covered? Is there such a thing as too much (or too little) insurance? What do the Standard Specifications require? Can contractors get the insurance that our contract documents require at a reasonable cost? What is an 'additional insured'? How can I know how to interpret an insurance certificate? How can you make your contractors get their insurance certificates to you on time? Bring all your insurance questions and we'll try our best to give you answers.

Date	Workshop Description
<p>June 2nd – Renton June 23rd – Yakima June 16th – Camas June 8th – Everett 10:00 am to 2:30 pm 3 CASC Certificate Hours</p>	<p>American Recovery and Reinvestment Act</p> <p>CANCELLED</p> <p>to help you. more extensive than your typical will be extremely thorough and time</p>
<p>September 16th – Renton September 30th – Yakima September 21st – Camas September 14th – Everett 10:00 am to 2:30 pm 3 CASC Certificate Hours</p>	<p>Contracting for Services in Washington State for Local Governments</p> <p>Contracting for services in Washington State is easy. Right? No bid limits, clearly delineated definitions, straightforward processes, no mine fields. Piece of cake –NOT!</p> <p>Come, learn and help define service contract types, including purchased services, personal services and professional services. Discuss procedures for different dollar volume contracts. Find out what professional services are covered by the statutes. Learn about on-call service contracts.</p> <p>Debate qualifications-based selection processes with the experts. Hear their pet peeves. Share your own pet peeves. Participate in a “mock” interview process for selecting an engineer or architect.</p>
<p>Pre (APWA) Conference October 5th 2010 – Wenatchee Convention Center 9:30 am to 3 pm 4 CASC Certificate Hours Cost \$50 (includes lunch)</p>	<p>Help Build Your Extraordinary Future (Projects) by Selecting Extraordinary Consultants Now</p> <p>Get a great review of Washington statutes governing selection of consultants for A/E contracts AND [among many other things]:</p> <ul style="list-style-type: none"> - See how shared rosters are (or are not) working and how your agency can better utilize these nifty tools. - Learn how/what evaluation criteria should and shouldn't be used. - Converse with folks on both sides of the “fence” what procedures and processes are appropriate for different project complexities, type, and dollar volume. - Talk about converting a design contract to a design-build contract. - Discuss (debate) appropriateness of larger agencies doing design work for smaller agencies.
<p>December 8th – Renton December 2nd – Yakima November 17th – Camas December 14th – Everett 10:00 am to 2:30 pm 3 CASC Certificate Hours</p>	<p>A Potpourri of (un)Paltry Contract Particulars (You tell us what you want to know and we'll design this workshop around it)</p> <p>How about those ‘Other’ Contracts that your agency tries to fit into the same suit of clothes as the big, well defined, competitively bid construction contracts? Those clothes just ‘hang, don't they, just like your big brother's hand-me downs fit you when you were a kid. Now if you were an only child and your clothes hung on you, there is probably another, more sinister reason for that, but</p> <p>Anyway, come and learn about these unique types of contracts: emergency contracts, maintenance , contracts on-call contracts, and service contracts</p> <p>In addition, play “Puzzle the Panel” of local experts in public works contracting. Ask them (almost) anything and we will try to give you answers on the spot or make notes for future workshop topics. Some of the things that are ‘fair game’ include: purchase orders for public works contracts, sales vs. use taxes, certified payrolls, limited public works projects, Title VI, public works vs. installation contracts, and indemnity. Feel free to ask any other ‘nagging’, (un)paltry questions you may have.</p>