

**NEW INSTITUTE!
ON THE NEW A-76**

The A-76 Institute: **BACK ON THE ROAD TO** **ECONOMY AND EFFICIENCY—**

May 24–25, 2004 ■ Washington, DC

June 15–16, 2004 ■ San Diego, CA

After rigorous debates in Congress, the new A-76 Circular is being implemented. There are some new legislative limitations to go along with the existing ones. The Institute will, of course, analyze all of them. We will explore in depth the new Circular, how it works, how it is being implemented, and what Government personnel need to do “on the ground.”

Speakers include:

- Joe Sikes
- Annie Andrews
- Dan Gordon
- David Drabkin
- Dennis O’Brien
- Ralph Thomas
- Matthew Blum
- Stan Soloway
- Angela Styles
- Mike Mutek
- Stuart Young

A-76 Institute, LLC

Spring Courses 2004

On the “New” A-76:

A Practical Guide to the “New” A-76

May 11–12 Washington, D.C.
June 29–30 Las Vegas, Nevada

The “New” A-76 Advanced Course

May 13–14 Washington, D.C.
July 1–2 Las Vegas, Nevada

The Human Resource Advisor (“HRA”)

May 18–19 Washington, D.C.
June 8–9 Las Vegas, Nevada

On the Service Contract Act and Davis-Bacon Act:

(Available again after a 2-year absence!)

The Service Contract Act Course

June 8–9 Washington, D.C.
June 29–30 Las Vegas, Nevada

The Davis-Bacon Act Course

June 10 Washington, D.C.
July 1 Las Vegas, Nevada

See pages 4–6 for course descriptions.



The Institutes are sponsored by:

A-76 Institute of Touro College

pick up NASA OSDBU logo and insert here (delete box)

NASA’s Office of Small and Disadvantaged Business Utilization



United States Department of Defense



Contract Services Association of America



Professional Services Council

The A-76 Institute:

BACK ON THE ROAD TO ECONOMY AND EFFICIENCY

Institute Agenda & Schedule

Day 1: May 24, 2004 (Washington, DC—Ronald Reagan Bldg.) ■

June 15, 2004 (San Diego—Hyatt Regency Islandia)

7:00 – 8:00 a.m.

Registration and Continental Breakfast

8:00 – 8:10 a.m.

Welcoming Remarks

Professor Gilbert J. Ginsburg, Co-Director, A-76 Institute, LLC

8:10 – 8:55 a.m.

New and Existing Limitations on Implementation of the “New” A-76

Stan Soloway, President, Professional Services Council

8:55 – 9:45 a.m.

Introduction and Overview of the “New” A-76 Circular

Angela Styles, Esq., Miller & Chevalier, Formerly Administrator, Office of Federal Policy Procurement

9:45 – 10:00 a.m.

Morning Break

10:00 – 10:45 a.m.

The FAIR Act Inventory Process

Day 2: May 25, 2004 (Washington, DC) ■ June 16, 2004 (San Diego)

7:30 – 8:00 a.m.

Continental Breakfast

8:00 – 9:45 a.m.

Current GAO Issues, Recent Decisions and Reports, GAO Proposed Regulations on Standing and Comments on the New A-76

Joseph K. Sikes, Director, Housing & Competitive Sourcing, Department of Defense

10:45 – 11:30 a.m.

Public-Private Competition: Preliminary Planning; Streamlined Competition

Annie Andrews Assistant Director, Competitive Sourcing & Privatization, Department of Defense

David A. Drabkin, Esq., The Procurement Executive of the General Services Administration & Deputy Associate Administrator, Office of Acquisition Policy

Dennis O'Brien, Director, Competitive Sourcing, Department of Energy

11:30 – 12:30 p.m.

Lunch Break

12:30 – 1:45 p.m.

Public-Private Competition: Standard Competition; Post-competition Accountability; Contests

Annie Andrews

David A. Drabkin, Esq.

Dennis O'Brien

1:45 – 2:25 p.m.

The View From OMB

Matthew Blum, Esq., Office of Procurement Policy, Office of Management and Budget

2:25 – 2:40 p.m.

Afternoon Break

2:40 – 4:30 p.m.

Breakout Sessions

Room A: Training—A-76 for the Experienced

Dale Warden (Moderator), Director, Management Services, Warden Associates, Inc.

Stephen M. Sorett, Esq., Reed Smith
Annie Meeks, Senior Analyst, BET, Inc.

Room B: Training—The A-76 Primer

Larry Saunders (Moderator), Warden Associates, Inc.

Ramon Contreras, Esq., Grant Thornton, LLP

Rob Gordon, Director, BAE System Analytical Solutions, Inc.

4:30 – 5:30 p.m.

Reception (for attendees and guests)

Daniel I. Gordon, Esq., Associate General Counsel, Procurement Law, General Accounting Office, and Counsel to the Commercial Activities Panel

9:45 – 10:00 a.m.

Morning Break

10:00 – 11:45 a.m.

Room A: Implementation: The Defense Department

Annie L. Andrews (Moderator)

Charles Bidwell, Esq., Office of General Counsel, Acquisition & Logistics, Department of Defense

Lorna Delay (D.C.), Department of Defense

Susan Hildner, Senior Procurement A-76 Advisor, OSD Procurement, Department of Defense

Featuring the New A-76

“The Institute will help the agencies—both civilian and defense—and their responsible personnel—at all levels—to understand what is required of them and how to carry out those responsibilities.”

During both days of the Institute, there will be demonstrations in the foyer of COMPARE (by BAE Systems), SHARE A-76 (by Logistics Management Institute), and CAMIS (by CALIBRE).

Day 2—Continued

Room B: **Implementation: The Civilian Agencies**

Dennis O'Brien (Moderator)

Ralph Thomas, Esq., Associate Administrator,
Office of Small & Disadvantaged Business,
Business Utilization, NASA

Paul Boyle (D.C.),
General Services Administration

David A. Drabkin, Esq. (San Diego)

Jennings Wong (D.C.), Department of Interior

Donna Kalvels (San Diego),
Department of Interior

Joe Lynem (D.C.), Internal Revenue Service

11:45 – 12:45 p.m.

Lunch Break

12:45 – 1:45 p.m.

Breakout Sessions

Room A: **Performance-based Contracts**

David A. Drabkin, Esq.

Julia Wise, General Services Administration

Room B: **Calculating Public-Private Competition Costs; Using COMPARE**

Ramon Contreras, Esq.

Denise Cline, Director, BAE Systems Analytical
Solutions, Inc.

1:50 – 2:45 p.m.

Room A: **Contractors' View of the A-76 Process**

Mark Wagner (Moderator), Vice President of Gov-
ernment Affairs, Johnson Controls World Services

Michael W. Mutek, Esq., Vice President & General
Counsel, Raytheon Intelligence & Information Systems

Stuart Young, Esq., Vice President & General
Counsel, EG&G Services, Inc. & Lear Siegler
Services, Inc.

Room B: **The Role of the Human Resource Advisor**

Nancy McMeans, Warden Associates, Inc.

Jim Wakefield, Grant Thornton, LLP, Formerly
Army Deputy Director of Competitive Sourcing

2:45 – 3:00 p.m.

Afternoon Break

3:00 – 4:30 p.m.

Round Table

Stephen M. Sorett, Esq. (Moderator)

Matthew Blum, Esq.

David Drabkin, Esq.

Dan Gordon, Esq.

Joe Sikes

Stan Soloway

Among the list of

Distinguished Institute Speakers

Annie L. Andrews

Assistant Director, Competitive Sourcing
& Privatization, Department of Defense

Matthew Blum, Esq.

Office of Procurement Policy,
Office of Management & Budget

David A. Drabkin, Esq.

The Procurement Executive of the
General Services Administration &
Deputy Associate Administrator, Office
of Acquisition Policy

Professor Gilbert J. Ginsburg

Co-Director, A-76 Institute

Daniel I. Gordon, Esq.

Associate General Counsel, Procurement
Law, General Accounting Office

Michael W. Mutek, Esq.

Vice President & General Counsel,
Raytheon Intelligence & Information
Systems

Dennis O'Brien

Director, Competitive Sourcing,
U.S. Department of Energy

Joseph K. Sikes

Director, Housing & Competitive
Sourcing, Department of Defense

Stan Soloway

President, Professional Services Council

Stephen M. Sorett, Esq.

Reed Smith

Angela Styles, Esq.

Miller & Chevalier
Formerly Administrator,
Office of Federal Procurement Policy

Ralph Thomas, Esq.

Associate Administrator, Office of Small
& Disadvantaged Business Utilization,
NASA

Mark Wagner

Vice President of Government Affairs,
Johnson Controls World Services

Dale Warden

Director, Management Services,
Warden Associates, Inc.

Stuart Young, Esq.

Vice President & General Counsel,
EG&G and Lear Siegler

Note: While all of the speakers are confirmed prior to listing in the brochure, unavoidable Government demands may require some substitution.

The Institute will help the agencies—both civilian and defense—and their responsible personnel—at all levels—to understand what is required of them and how to carry out those responsibilities. The Institutes pack over 20 hours of intensive training and analysis in two full days.

As always, the Institutes will afford the attendees a rare opportunity to mingle with and ask questions of leading Government officials. It will also afford attendees the opportunity to interact with and exchange ideas with personnel from all parts of the country facing and dealing with similar problems.

Note: In the event that 15 or more attendees are from the same agency, then if requested we will initiate a “special” breakout session dedicated to that group.

See pages 4–6 for Spring 2004 course descriptions.



IN-DEPTH TRAINING FROM THE INSTITUTE

SPRING 2004 COURSE SCHEDULE

A course of intensive study

A PRACTICAL GUIDE TO THE "NEW" A-76

The "New" circular implements the President's Management Agenda for Competitive Sourcing. This and current legislation presents potential risks and rewards for all agencies and commercial firms. Agencies have new accountability requirements and tools to truly achieve efficient and effective activities. Industry has new challenges for compliance and face tough competition from the Government.

This introductory course outlines the roles, responsibilities, requirements and processes from conducting the FAIR Act inventory, through streamlined and standard competitions, to implementation and monitoring of performance. The course provides the basics for agency management, competition officials, competition teams, acquisition officials, small business offices, legal, human resources, finance, functional management, operations, affected workers, unions, reimbursable service providers, and commercial firms.

The course materials include an updated and annotated circular that includes roles and responsibilities lists, schedules, resource materials, and How-To guides.

May 11-12, 2004 ■ Washington, D.C.

A-76 Institute, LLC
1250 24th Street, N.W., Suite 350
Washington, D.C. 20036
Tel: (202) 776-7776

June 29-30, 2004 ■ Las Vegas, Nevada

The Riviera Hotel
2901 Las Vegas Blvd. South
Las Vegas, Nevada 89109
Toll Free: (800) 634-6753
Tel: (702) 734-5110

Schedule:

Registration (first day) 8:45 a.m.
Meeting: 9:00 a.m.–12:00 noon;
1:30 p.m.–4:30 p.m.
Breaks: 10:30 a.m.–10:45 a.m.;
3:00 p.m.–3:15 p.m.

Registration Fee:

- Government Personnel: \$845*
- Non-Government Personnel: \$895*

Topics to be covered in this introductory 2-day class include:

- Introduction to the language, philosophy and history of Competitive Sourcing
- Details on the FAIR Act Inventory process and strategic planning that can use the inventory as a tool to better position the agency for competitions and defending inherently Governmental designations
- The infrastructure of roles, responsibilities, delegations and documentation required for Competitive Sourcing
- The strategy and process behind Preliminary Planning and Announcements
- The real requirements and risk associated with Streamlined Competitions
- Truly Performance-based Work Statements and Quality Assurance Surveillance Plans (QASPs) designed for communication and fairness
- Most Efficient Organizations (MEOs) designed to perform and win
- Efficient and effective Solicitation and Evaluation processes
- Understanding the Cost Comparison rules, factors and software
- Post Competition requirements, issues and processes
- The process for Contests (Appeals), Protests and Litigation
- Automated Tools to assist in the process of data collection, data analysis and data documentation
- Common Issues to be avoided or solved and Best Practices based on history and new processes
- Current Legislative Initiatives, GAO rulings and the latest "Buzz" will also be covered
- and much more

The course balances presentations with informal questions and answers. The instructors are field practitioners that can cut through the theory to the actual requirements. "War Stories" provide examples and explanations. Attendees are encouraged to use breaks to address specific issues with the instructors.

Instructors:

- Dale Warden
- Robert Eckhart, Warden Associates, Inc.

The course for the experienced professional

THE "NEW" A-76 ADVANCED COURSE

A high-intensity interactive learning opportunity for Government and industry professionals – specifically assembled and presented by senior A-76 experts.

May 13-14, 2004 ■ Washington, D.C.

A-76 Institute, LLC
1250 24th Street, N.W., Suite 350
Washington, D.C. 20037
Tel: (202) 776-7776

July 1-2, 2004 ■ Las Vegas, Nevada

The Riviera Hotel
2901 Las Vegas Blvd. South
Las Vegas, Nevada 89109
Toll Free: (800) 634-6753
Tel: (702) 734-5110

Schedule:

Registration (first day) 8:45 a.m.
Meeting: 9:00 a.m.–12:00 noon;
1:30 p.m.–4:30 p.m.
Breaks: 10:30 a.m.–10:45 a.m.;
3:00 p.m.–3:15 p.m.

Registration Fee:

- Government Personnel: \$845*
- Non-Government Personnel: \$895*

Topics to be covered:

This is the course to answer specific A-76/FAIR Act/Competitive Sourcing questions. Senior A-76 practitioners and related experts present a high-intensity, interactive learning process specifically tailored to the attendees from Government and industry.

The first day is dedicated to specific A-76 issues. Registrants are requested to identify topics during registration to be discussed in the sessions. Prior topics have included:

- Inventory strategies and agency specific function codes

- The advantages and timing of preliminary planning
- The politics of the program
- The requirement for specific competition positions to be "inherently governmental"
- Timing announcements for best results
- Breaking the mold on PWSs to improve communication and competition
- True Performance-based Service Contracting
- FAR issues
- Taking an ISO approach to Quality Control and Quality Assurance
- Zero-based MEOs that reflect commercial approaches with the governmental advantages
- Human Resource Advisor responsibility
- The role of the Contracting Officer
- Rights and Responsibilities of affected workers
- The positive role to be played by Unions

The Second day explores:

- News from OMB
- GAO decisions, reports and comments
- Legal decisions
- Legislative Initiatives
- New Laws and Appropriation clauses
- Larger Government trends, including the proposed budget cuts and increases, base realignment and closures, CFO Act, GPRA, GMRA and Clinger-Cohen, the FAIR Act, Human Capital
- Alternatives and exceptions, including privatization, ESOP, Transitional Benefit Corporation, New Requirements, Segregable expansion, High Performing Organizations and deviations

Instructors:

- Stephen M. Soret, Esq., Reed Smith
- Dorn C. McGrath, III, Esq., Greenberg Traurig, LLP
- Dale Warden, Warden Associates, Inc.

***Take Both A-76 Courses and Save:**

A special price for attendees who take both A-76 courses (A Practical Guide to the New A-76 and The New A-76 Advanced Course) is \$1,595 for non-Government employees, \$1,545 for Government employees.

*An essential course for
HR professionals*

THE HUMAN RESOURCE ADVISOR (“HRA”)

Learn what the new circular means for human resources (“HR”) personnel, and the new responsibilities it imposes on the HR Advisor.

May 18–19, 2004 ■ Washington, D.C.

A-76 Institute, LLC
1250 24th Street, N.W., Suite 350
Washington, D.C. 20037
Tel: (202) 776-7776

June 8–9, 2004 ■ Las Vegas, Nevada

The Riviera Hotel
2901 Las Vegas Blvd. South
Las Vegas, Nevada 89109
Toll Free: (800) 634-6753
Tel: (702) 734-5110

Schedule:

Registration (first day) 8:45 a.m.
Meeting: 9:00 a.m.–12:00 noon;
1:30 p.m.–4:30 p.m.
Breaks: 10:30 a.m.–10:45 a.m.;
3:00 p.m.–3:15 p.m.

Registration Fee:

- Government Personnel: \$845
- Non-Government Personnel: \$895

Topics to be covered:

- Introduction and General Overview
- Overview of Competition Officials
- The Human Resource Advisor (HRA)
 - Responsibilities
 - Independence
 - MEO Team Member

- Employee and Labor Relations Responsibilities
 - Interface duties
 - Adversely affected employees
 - Placement entitlements
 - Post employment restrictions
 - Priority lists
 - Right of first refusal

- MEO Team Requirements
 - Assist and advise ATO & MEO
 - Scheduling
 - Classification
 - Cost Estimates
 - Market analysis
 - Transition plans
 - Other

- Directly Affected Employees
 - Civilian
 - Government
 - Representatives

- Voluntary Early Retirement Authority (VERA)
- Voluntary Separation Incentive Pay (VSIP)

- Summary
- What Else is New

Instructor:

- Nancy McMeans, Warden Associates, Inc.

TRAINING DELIVERED TO YOUR SPECIFICATIONS

The A-76 Institute is prepared to present customized A-76, Service Contract Act, and other training on site to fit your organization's individual needs. A variety of Government Procurement, Personnel and Employment Law, and Construction Law programs can be presented—at your site, at a reasonable cost, by the most seasoned trainers in the business. Among the courses available are the following:

- The Human Resource Advisor (“HRA”)
- A Practical Guide to the “NEW” A-76
- The A-76 “NEW” Advanced Course
- The Service Contract Act Course
- The Davis-Bacon Act Course
- A Guide to Government Contract Law and Accounting
- Affirmative Action Today
- Calculating Loss of Efficiency and Extended Overhead Claims
- Contract Administration
- Contract Termination: Accounting, Cost Allocation and Optimizing Recovery
- A Small Business Guide to Negotiating Effective Teaming Agreements
- Drafting Effective Affirmative Action Plans
- Effectively Managing with Activity Based Costing
- Emerging Issues in Health Care Fraud and Compliance
- ERISA and Benefit Law: Enforcement and Litigation
- Government Contracting Fundamentals
- Information Technology: Successfully Contracting with the Government
- Multiple Award Schedule Contracting
- Overhead in Government Contracts
- A Practical Guide to Avoiding Defective Pricing
- Pricing of Claims
- Strategic Alliances and Teaming Agreements
- Streamlining the Source Selection Process
- Subcontracting
- The Basics of ERISA and Benefit Law
- The Bid Protest
- The Fundamentals of Government Contract Costs
- The Nash & Cibinic Senior Executive Seminar on Government Contracting
- The Senior Executive Seminar on Government Contract Costs
- The Senior Executive Seminar on Government Contracting
- Understanding Task Order Contracting
- Violence in the Workplace

How to Register

The course registration form is on page 7. For more information on any of these courses, contact Professor Gilbert J. Ginsburg or David J. Kline at A-76 Institute at (202) 776-7776, fax (202) 776-7773, e-mail to info@a76institute.com, or visit us on the web at www.a76institute.com.

To discuss your training needs or for help in planning your training schedule and budget, please call either of our co-directors, Professor Gilbert J. Ginsburg or David J. Kline, at (202) 776-7776, fax (202) 776-7773, or e-mail: info@a76institute.com.

THE SERVICE CONTRACT ACT COURSE

For over 30 years this premier program has been the leading seminar on the Service Contract Act (“SCA”). In recent years, with the greater emphasis on A-76 competitions, the rules and implementation of the SCA have been of increasing importance to A-76 competitions.

Taught by the leading instructors on the SCA – Professors Gil Ginsburg and Dan Abrahams – attorneys as well as educators, the course will lay out and explain both Government and industry rights and responsibilities. Professors Ginsburg and Abrahams have trained thousands of Government contract professionals in the intricacies and manifestations of the SCA.

The training as well as the comprehensive manual provided to each attendee will provide the novice tools needed to comply with this Act and the senior professional the nuances of and the latest developments relating to the Act.

In the past, many attendees have raised with the instructors, either in class or privately during breaks, issues they have on how to handle particular SCA situations.

This is a *must* course for contracting professionals.

June 8-9, 2004 ■ Washington, DC

A-76 Institute, LLC
1250 24th Street, N.W., Suite 350
Washington, D.C. 20037
(202) 776-7776

June 29-30, 2004 ■ Las Vegas, Nevada

The Riviera Hotel
2901 Las Vegas Blvd. South
Las Vegas, Nevada 89109
Toll Free: (800) 634-6753
Tel: (702) 734-5110

Schedule:

Registration (first day) 8:45 a.m.
Meeting: 9:00 a.m.–4:30 p.m.

Registration Fee:

- Government Personnel: \$845**
- Non-Government Personnel: \$895**

Learn what every Government contract professional needs to know about the Service Contract Act as well as applicable overtime laws. Learn how to avoid the pitfalls which create problems for contractors as well as contracting officers. This is the premier course on the Service Contract Act.

Topics to be covered:

- Area wage determinations and how issued
- When wage determinations are effective
- Department of Labor discretion and source data
- Slotting
- “4(c)” wage determinations (based on collective bargaining agreements)
- Exceptions to the use of CBA rules
- The timing of CBAs and of wage increases
- Conformances and techniques for avoidance
- Wage deductions
- Fringe benefits
- Vacation
- Health and welfare
- Self-insurance
- Administration and record keeping
- Price adjustments under extended term contracts
- “Locality” for wage determinations
- The “principal purpose” requirement
- Statutory and regulatory exemptions
- Executive, administrative and professional
- “Remanufacturing” contracts
- Maintenance and repair of ADP and high-tech equipment
- Subcontractors
- Government management contractor coverage
- Geographic coverage
- Off-site contracts
- Obtaining wage determinations
- The effect of the “Christian doctrine” and state laws
- Working time issues
- Sanctions and remedies for SCA violations
- Overtime laws and interpretations
- The Contract Work Hours and Safety Standards Act
- The Fair Labor Standards Act
- Distinguishing work covered by the SCA from work covered by the Davis-Bacon Act

Instructors:

- Prof. Gilbert J. Ginsburg, A-76 Institute, LLC
- Daniel B. Abrahams, Esq., Epstein, Becker & Green, P.C.

For the past two years, the Institute did not offer these two comprehensive courses, offering only the advanced versions. Now after a two-year absence, these two courses are offered once again.

THE DAVIS-BACON ACT COURSE

Learn what every Government contracts professional needs to know about the Davis-Bacon Act and how to distinguish work covered by the Davis-Bacon from other work covered by the Service Contract Act or the Walsh-Healey Act. Also covers the applicable overtime laws. Learn the current views of the Department of Labor, as well as the FAR and DFARS implementation.

June 10, 2004 ■ Washington, DC

A-76 Institute, LLC
1250 24th Street, N.W., Suite 350
Washington, D.C. 20037
(202) 776-7776

July 1, 2004 ■ Las Vegas, Nevada

The Riviera Hotel
2901 Las Vegas Blvd. South
Las Vegas, Nevada 89109
Toll Free: (800) 634-6753
Tel: (702) 734-5110

Schedule:

Registration: 8:45 a.m.
Meeting: 9:00 a.m.–4:30 p.m.

Registration Fee:

- Government Personnel: \$445**
- Non-Government Personnel: \$495**

This one-day program is the premier Davis-Bacon Act course. A *must* course for both Government and industry personnel at every level.

Topics to be covered:

- Covered work
 - The meaning of “construction”
 - What is a “public work”
 - What is the “site of the work”

- “Secondary” work sites
- Who is a “laborer or mechanic”
- “Prevailing wages”
- Deductions
- Bona fide fringe benefits
- Meeting wage and fringe benefit requirements
- Recordkeeping and certified payroll
- Subcontractors
- The wage determination system
 - Types of wage determinations
 - Periods of effectiveness
- Apprentices
- Helpers
- Letters of inadvertence and modifications
- Task order and maintenance and operation contracts
- Conformances
- DOL and procuring agency authority
- The “Christian doctrine”
- Effect of state laws
- Sanctions for violations
- Overtime
- Distinguishing Davis-Bacon covered work from Service Contract Act covered work

Instructors:

- Prof. Gilbert J. Ginsburg, A-76 Institute, LLC
- Daniel B. Abrahams, Esq., Epstein, Becker & Green, P.C.

**Take Both of These Courses and Save:

A special price for attendees who take both the *Service Contract Act Course* and the *Davis-Bacon Act Course* is \$1,195 for non-Government employees, \$1,145 for Government employees.

Registration Form for A-76 Institute Programs

PLEASE TYPE OR PRINT

Yes! Please register me for the A-76 Institute session(s) indicated:

Name _____

Job Title _____

Organization _____

Address _____

City _____ State _____ ZIP _____

Telephone _____ Fax _____

E-mail Address _____

Method of Payment

- Check or money order enclosed. (*Make payable to A-76 Institute*)
- Purchase order enclosed. (P.O.# _____)
- Charge my credit card: Visa Mastercard American Express

Account # _____

Please print name _____

Expiration date _____

Signature (required) _____

- Send me ___ additional Notebook(s) of Materials at \$195 each.

A-76 INSTITUTE SPRING 2004 COURSES

(See course schedule, pages 4-6)

- Government Personnel

Please register me for the following course(s):

Course Name _____ Date _____

Location _____ Fee _____

Course Name _____ Date _____

Location _____ Fee _____

Course Name _____ Date _____

Location _____ Fee _____

How to Register—



Fax this completed registration form to:
(202) 776-7773



E-mail the information on this form to: **register@a76institute.com**



Telephone us at:
(202) 776-7776



Or mail this completed form to:

The A-76 Institute
1250 24th Street, NW
Suite 350
Washington, DC 20037

Please register me for:

The A-76 Institute: *BACK on the Road to Economy and Efficiency* to be held:

- May 24-25, 2004**

The Ronald Reagan Building
Washington, D.C. 20004
Telephone: (202) 312-1300

- June 15-16, 2004**

The Hyatt Regency Islandia
San Diego, California
Toll Free No.: (800) 233-1234
Direct Dial: (619) 224-1234

- Registration Fee:** Government Personnel \$845
 Non-Government Personnel \$895

Please indicate which Breakout Sessions you plan to attend each day (your preferences are not binding):

First Afternoon

(2:40 p.m.–4:30 p.m.):

- A-76 for the Experienced
 A-76 Primer

Second Morning

(10:00 a.m.–11:45 a.m.):

- Implementation: Department of Defense
 Implementation: Civilian Agencies

Second Afternoon

(12:45 p.m.–1:45 p.m.):

- Performance Based Contracts
 Calculating Costs

Second Afternoon

(1:50 p.m.–2:45 p.m.):

- Contractors' View
 Human Resources

For More Information

Call **(202) 776-7776**, email **info@a76institute.com**, or visit us on the Web at **www.a76institute.com**.

Cancellation Policy & Hotel Accommodations

Cancellations received less than 14 days before the course starts will be subject to a \$150 cancellation fee. Substitutions for the A-76 Institute are permitted at any time. The Institute and any of the courses are subject to cancellation. Hotel accommodations are not included in the course fee. **The Washington, DC, sessions of the A-76 Institute and the courses are being held in meeting facilities without sleeping accommodations.** The meeting facility is on a subway (Metro) stop; any hotel near a Metro stop or in downtown Washington would be convenient. **A list of hotels will be furnished upon request.**

The host hotels in Las Vegas and San Diego are holding a number of rooms for Institute attendees; should you wish to stay there, we urge you to call the hotel as soon as possible.

See pages 4-6 for Spring 2004 course descriptions.



A-76 Institute
1250 24th Street, NW, Suite 350
Washington, DC 20037

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The A-76 Institute:

BACK ON THE ROAD TO ECONOMY AND EFFICIENCY

Call (202) 776-7776
to register for this
comprehensive Institute or
one of the many courses
described on pages 4-6!

The A-76 Institute:

BACK ON THE ROAD TO ECONOMY AND EFFICIENCY— FEATURING “THE NEW A-76”

May 24–25, 2004 ■ Washington, DC ■ The Ronald Reagan Bldg.

June 15–16, 2004 ■ San Diego, CA ■ The Hyatt Regency Islandia



*The Institutes are
sponsored by:*

A-76 Institute of Touro
College

pick up
NASA OSDBU
logo and insert
here (delete box)

NASA's Office of Small
and Disadvantaged
Business Utilization



United States
Department of Defense



Contract Services
Association of America



Professional Services
Council

A-76 Institute, LLC Courses

A Practical Guide to the “New” A-76
Washington, DC • Las Vegas

The “New” A-76 Advanced Course
Washington, DC • Las Vegas

The Human Resource Advisor (“HRA”)
Washington, DC • Las Vegas

Available again after a 2-year absence:

The Service Contract Act Course
Washington, DC • Las Vegas

The Davis-Bacon Act Course
Washington, DC • Las Vegas

See pages 4–6 for course descriptions.