



# SMWBE Contractor Training Program



STATE OF NEW JERSEY

SCHOOLS DEVELOPMENT AUTHORITY

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## LEARN HOW TO DO BUSINESS WITH THE NJ SCHOOLS DEVELOPMENT AUTHORITY

Participation in this **FREE** program will enable small, minority-owned and women-owned businesses to benefit from experts in the areas of bidding, estimating, bonding, accounting, budgeting, scheduling and marketing. Participants will gain valuable knowledge on how to do business with the SDA.

**Date:** Every Tuesday, from April 17th through June 12, 2012

**Time:** Classes will be from 8:30 AM—11:00 AM  
(The April 17th session will be from 9:00 AM to 10:00 AM)

**Location:** 1 West State Street, Trenton, NJ

**Cost:** FREE (participants are responsible for any parking expenses)

### Sessions will Include:

- How to Do Business with SDA (which will cover Safety Requirements, the Owner Controlled Insurance Program, (OCIP) and the SDA Prequalification process)
- The Bid Process
- Estimating
- Scheduling
- Budgeting
- Accounting
- Bonding
- Marketing

### Requirements for participation include:

- A valid NJ Department of Treasury, Division of Revenue Business Registration
- A valid NJ State License when required by trade
- A valid NJ Department of Labor, Division of Wage and Hour Compliance Public Works Contractor Registration
- Company must be in business for a minimum of 3 years
- A physical location in the State of NJ
- One or more full time employee(s), excluding the owner

For more information and an application, please contact  
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