



# 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 finance, estimating, bonding, project management, bidding and marketing. Participants will gain valuable knowledge on how to do business with the SDA.

**Date:** Every Tuesday, from August 2 until October 4, 2011

**Time:** Classes will be from 8:30 AM—11:00 AM  
(The August 2 session will be from 8:30 AM to 10:00 AM)

**Location:** Trenton or Newark locations available

**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)**
- **Understanding the Bid Process**
- **The Bid Package Preparation**
- **Construction Cost Estimating**
- **Project Management and Scheduling**
- **Developing and Managing a Project Budget**
- **Construction Accounting**
- **SDA Construction Paperwork**
- **Outreach/Marketing Construction Services**

### 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  
Terrance Stokes at the NJ Schools Development Authority  
TStokes@njsda.gov — 609-943-4632 — WWW.NJSDA.GOV