



# 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.

**When: One day per week for 9 weeks  
Beginning February 12, 2014**

**Time: Classes will be from 8:30 AM—11:00 AM**

**Location: Classes will be offered in Trenton and/or Newark**

**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**
- **Basics of Construction Law**
- **Construction Cost Estimating**
- **Basics of Scheduling**
- **Basics of Project Budgeting**
- **Basics of Accounting**
- **Marketing Construction Services**

### **SDA Prequalification Requirements:**

- **A valid NJ Department of Treasury, Division of Revenue and Enterprise Services 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**
- **One or more full time employee(s), excluding the owner**

For more information and an application, please contact  
Al Harris at the NJ Schools Development Authority  
AHarris@njsda.gov — 609-858-2901 — WWW.NJSDA.GOV