



### ▶ Getting Ready for Successful Contract Delivery

After being notified on a bid award, a small business is immediately faced with the challenge of what will be needed to successfully perform. This training will raise the knowledge of the issues all small business owners need to understand to perform BART work successfully. BART interaction is typically with the prime contractor and this workshop will help make small business owners aware of the general and specific conditions that may flow down from the prime to the subcontractor. All small businesses should understand BART's contract and agreement requirements, even those that are intended for the prime contractor to fully understand the entire cycle of the projects' requirements. When completed the workshop attendee will have a working knowledge of BART's key procedures. He, or she, will have an understanding of how to address procedural items requiring prompt administrative action.

### ▶ Understanding BART Systems

This involves a series of training sessions/tutorials covering the use of a variety of BART systems related to pursuing and carrying out public works contracts.

### ▶ Understanding Change Orders

In fulfilling the requirements and responsibilities of their scopes of services, small business owners need to know what to do if/when there are changes. This includes understanding RFIs (Request for Information) and what to consider in submitting a RFI. The course will explain the process, typical interaction with prime contractors and how change orders grow out of the RFP process. This workshop will provide a thorough overview of change order fundamentals including: Change Notice - BART's promise to pay and issue a change order; Forward Pricing or Agreed-To-Price for changed or new work; Lump or unit price; Subcontractor invoicing to the General Contractor; Change Orders Allowances and Supplemental Work Directive (SWD).

### ▶ Understanding Stop Notice and Bond Claims

This workshop will discuss the mechanics of Stop Notices- understanding your client, their needs and requirements and understanding the rights of the subcontractor. If you have non-payment claims for work completed under any of these contingencies, stop notices and bond claims are alternative legal measures that can help ensure that you receive the full amount due to you. A stop notice is a legal notice to withhold construction funds. Rather than a lien on property, it is a lien on the funding of a construction project, and it will freeze distribution of the construction funds until a non-payment issue is resolved. This workshop will define and explain issues including: Preliminary 20-Day Notice, Stop Notice, Withholds, Release of Stop Notice, Payment Bonds and Breach of Contract. Once completed the workshop attendee will recognize and understand the roles, responsibilities and steps needed to successfully handle a Stop Notice.

## ▶ Invoicing and Payment Process Workshop

This workshop will give small business owners a thorough grounding of BART invoicing and payment process and the PayApps software the District utilizes. The course will walk the small business owner through the entire payment process, so they are aware of the terms, requirements and steps needed to submit invoices and receive prompt payments. This workshop will provide a step-by-step review of BART's payment and invoicing process. The workshop will address GCs' requirements for overall BART contract and subcontractors' requirements and responsibilities for preparing invoice input to GC, including discussion of Bid Development, OCIP, Progress Payments, BART procedure for GCs; Subs responsibilities for progress payment accounting and proper monthly invoice preparation and Change Orders. When completed the attendee will have a thorough understanding of overall requirements for effective invoicing on BART contracts and increase their ability to prepare acceptable invoices.

▶ **[VIEW BART SBSS CALENDAR](#)**

▶ **[CONTACT US AT SBSUPPORTSERVICES@BART.GOV](mailto:SBSUPPORTSERVICES@BART.GOV)**