

City of Bethel Action Memorandum

Action memorandum No.	18-09		
Date action introduced:	Feb. 13, 2018	Introduced by:	Mayor Robb
Date action taken:	Feb. 13, 2018	<input checked="" type="checkbox"/>	Approved <input type="checkbox"/> Denied
Confirmed by:	LS		

Action Title: Authorizing Administrative Leave for City Attorney to Attend Training

Attachment(s): Sample Travel Costs

Department/Individual:	Initials:	Remarks:
City Attorney		

Amount of fiscal impact:		Account information:
	No fiscal impact at this time.	
\$754.88	Funds in City Budget.	10-56-545
	Funds not in City Budget.	

Summary Statement

Authorizing the City attorney to attend advanced procurement training regarding contract administration. The training is a one full day event to be held in Anchorage, Alaska. The training is sponsored by the State of Alaska.

T.A. #: _____

City of Bethel Travel Authorization Form

City Attorney	Training	Advanced Procurement Training
Department Patty Burley	Activity City Attorney	Program February 13, 2018
Employee Requesting Authorization Contracts - Procurement (2 sessions)	Title Anchorage, AK	Date March 27, 2018
Conference Title and Sponsor	Conference Site	Date of Meeting

Explanation of Travel Request:

Travel to Anchorage to attend two back-to-back trainings focusing on some of the details of procurement:

Contract Development and Contract Administration

	<u>Estimated Totals</u>	<u>Account #</u>																																
Registration Fees (Specify whom check is payable to and attach copy of documentation) Payable to: _____ <u>State of Alaska</u> P.O. #: _____	\$300.00	10-56-545																																
Transportation Airline(s): _____ <u>Alaska Air</u> Travel Agency: _____ Confirmation #: _____ P.O. #: _____	\$250.21	10-56-545																																
Car Rental Co.: _____ <u>Enterprise (off airport)</u> Confirmation #: _____ P.O.# _____	\$51.49	10-56-545																																
Hotel Name: _____ <u>Hilton Home</u> Confirmation #: _____ P.O. #: _____	\$93.18	10-56-545																																
Meals: <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 5%; text-align: center;">#</th> <th style="width: 5%;"></th> <th style="width: 10%; text-align: center;">Daily Rate</th> <th style="width: 5%;"></th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td style="text-align: center;">1</td> <td style="text-align: center;">X</td> <td style="text-align: right;">\$12.00</td> <td style="text-align: center;">=</td> <td style="text-align: right;">\$12.00</td> <td></td> <td style="text-align: center;">10-56-545</td> </tr> <tr> <td>Lunch</td> <td style="text-align: center;">1</td> <td style="text-align: center;">X</td> <td style="text-align: right;">\$16.00</td> <td style="text-align: center;">=</td> <td style="text-align: right;">\$16.00</td> <td></td> <td style="text-align: center;">10-56-545</td> </tr> <tr> <td>Dinner</td> <td style="text-align: center;">1</td> <td style="text-align: center;">X</td> <td style="text-align: right;">\$32.00</td> <td style="text-align: center;">=</td> <td style="text-align: right;">\$32.00</td> <td></td> <td style="text-align: center;">10-56-545</td> </tr> </tbody> </table> Cab Fare: _____		#		Daily Rate					Breakfast	1	X	\$12.00	=	\$12.00		10-56-545	Lunch	1	X	\$16.00	=	\$16.00		10-56-545	Dinner	1	X	\$32.00	=	\$32.00		10-56-545		
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Dinner	1	X	\$32.00	=	\$32.00		10-56-545																											
Miscellaneous: (Explain in written detail on an attached sheet) _____ _____																																		
TOTAL EXPENSES:	\$754.88																																	
Per Diem Advance Requested:	n/a																																	

Approvals:

_____ Department Head / Date	_____ City Manager / Date	_____ Finance Director / Date
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[Train Alaska]

Procurement Officer Training / Certification
Currently Scheduled Classes

Choose a training program:

2016 NASPO State Training Coordinator Conference
2016 NASPO State Training Coordinator Conference

[Class Schedule] [Learning Objectives]

Advanced Competitive Sealed Bids (ITBs)
Advanced Competitive Sealed Bids (ITBs) - Terms and Conditions

[Class Schedule] [Learning Objectives]

Advanced Competitive Sealed Proposals (RFPs)
Advanced Competitive Sealed Proposals (RFPs)

[Class Schedule] [Learning Objectives]

Classic Court Decisions Affecting Procurement in Alaska
Classic Court Decisions Affecting Procurement in Alaska

[Class Schedule] [Learning Objectives]

Contract Administration
Contract Administration

Start Date	End Date	Time	Location	Enroll
3/27/2018	3/27/2018	01:00 PM - 03:30 PM	Anchorage	TrainAlaska
5/7/2018	5/7/2018	09:00 AM - 11:30 AM	Juneau	TrainAlaska

[Class Schedule] [Learning Objectives]

Evaluating Responsiveness
Evaluating Responsiveness

[Class Schedule] [Learning Objectives]

Obtaining Best Value

Focus on when and how to use the IRFP/RFP process, touch on the Best Value/PIPS process, walking through the discussion and BAFO process, and negotiations.

[Class Schedule] [Learning Objectives]

Procurement Academy Level I

Requirement for Level I certification

(The Level I Procurement Manual may be substituted for the class, **but will not count towards subsequent levels.**)

[Class Schedule] [Learning Objectives]

Procurement Academy Level II

Requirement for Level II certification

"Procurement Academy Level I" is a prerequisite for this course.

[Class Schedule] [Learning Objectives]

"Procurement Academy Level I and II" are prerequisites for this course.

[Class Schedule] [Learning Objectives]

SSoA - Specifications and Contract Development

Specifications and Contract Development

Start Date	End Date	Time	Location	Enroll
3/21/2018	3/21/2018	09:00 AM - 12:00 PM	Juneau	TrainAlaska
3/27/2018	3/27/2018	09:00 AM - 11:30 AM	Anchorage	TrainAlaska

[Class Schedule] [Learning Objectives]

What's Your Preference? A Guide to Preferences

What's Your Preference? A Guide to Preferences

[Class Schedule] [Learning Objectives]

TrainAlaska Administration Student Information





Flight summary [Change](#) | [Remove](#)

Flight	Departs	Arrives	Total price for 1 passenger \$250.21
Alaska Alaska 44 Main (L) Nonstop Details Distance: 397 mi Duration: 1h 7m	Bethel (BET) 1:05 pm <u>Mon, Mar 26</u>	Anchorage (ANC) 2:12 pm <u>Mon, Mar 26</u>	Taxes, fees and charges Low-price guarantee
Alaska Alaska 45 Main (L) Nonstop Details Distance: 397 mi Duration: 1h 13m	Anchorage (ANC) 7:04 pm <u>Tue, Mar 27</u>	Bethel (BET) 8:17 pm <u>Tue, Mar 27</u>	Shop again using a discount or companion fare code.

- ▶ [Fare rules](#)
- ▶ [Baggage rules](#)

Total due now \$250.21 USD

[Currency converter](#)

NEXT →

Rental Details

[CHANGE](#)

COMPACT

SPENARD

Mon, Mar 26, 2018 @ 2:30 PM

Tue, Mar 27, 2018 @ 6:00 PM

Rental Terms

RENTAL POLICIES

- > [Rental Terms and Conditions](#)
- > [Additional Driver](#)
- > [After Hours Service](#)
- > [Cross Border Policy](#)
- > [Damage Waiver](#)
- > [Refueling Service](#)
- > [Driver's License Information](#)
- > [Miscellaneous Policy](#)
- > [Personal Accident Insurance / Personal Effects Coverage](#)
- > [Forms of Payment](#)
- > [Roadside Protection](#)
- > [Renter Requirements](#)
- > [Supplemental Liability Protection](#)
- > [Toll Pass Policy](#)



4700 Union Square Drive, Anchorage, Alaska, 99503, USA
+1-907-561-5618

HOORAY! You're just a few clicks away from a worry-free stay:

No booking fees, the best possible rates, and easy changes and cancellations.

Reservation Summary:

26 Mar 2018 - 27 Mar 2018

1 room, 1 adult

1 night

Mrs. PATTY BURLEY

BTVPATTY@YAHOO.COM

Hilton Honors # 840895357

Reservation Summary

26 Mar 2018 - 27 Mar 2018, 1 room for 1 adult 26 Mar - 27 Mar 1 room 1 adult

Mrs. PATTY BURLEY BTVPATTY@YAHOO.COM Hilton Honors #: 840895357

Price Details (USD)

1 QUEEN BED STUDIO NONSMOKING

ALTERNATE GOVERNMENT

Price: \$83.20

Taxes: \$9.98

Loading. Please wait...

Total for stay: \$93.18

Optional services for an additional charge

Self parking: Complimentary, Complimentary

Pets allowed: \$100.00 Non-refundable fee, 50 lbs maximum

Choose Payment Method

All fields are required unless otherwise indicated.

Sorry, this hotel doesn't accept that card type. Please try a different

Your Payment Methods Expiration

Payment Method

Plan the perfect stay