



U.S. Virgin Islands

# Awarding and Management of Contracts

2-day In-Person Course



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## COURSE DESCRIPTION

The Awarding and Management of Contracts module is designed for participants who manage, review, or audit contracts. It addresses the requirements for obtaining goods and services through contracts to meet grant objectives. The module covers understanding the right contract types, conducting cost and price analyses, and complying with Federal requirements under 2 CFR 200. Participants will gain the ability to explain the requirements under 2 CFR 200 for contracts awarded under grants, compare different types of contracts permitted under grants, and describe the roles of auditors and others in awarding, managing, and closing out contracts.

## WHAT YOU WILL LEARN:

After successful completion of this course, participants should be able to address:

- Explain the requirements under 2 CFR 200 for contracts awarded under grants.
- Compare different types of contracts allowed under grants.
- Describe the role of auditors and others involved in awarding, managing and closing out contracts awarded under grant

## WHO SHOULD ATTEND

This course is designed for the US Virgin Islands Department of Health and recipients of grant funds from the US Virgin Islands Department of Health. In order to meet the grant objectives, recipients are required to obtain goods and services through contracts. The purpose of this course is to assist you in managing, reviewing, or auditing contracts issued using pandemic relief funds.

## TUITION FEES

With funding from the Association of State and Territorial Health Officials (ASTHO), courses are available free of charge to US Virgin Islands Department of Health personnel and selected community-based organizations. The course fee is waived and there is no cost to register and to attend. If you have any questions, please contact [info@pitiviti.org](mailto:info@pitiviti.org).



**September 5-6, 2024**  
1:00 p.m. – 5:00 p.m. &  
8:00 a.m. – 12:00 p.m.



**8 CPE Credit Hours**



**On-Site Delivery**



**U.S. Virgin Islands**



**Location: The Westin  
Frenchman's Reef, St. Thomas,  
U.S. Virgin Islands.**



**ADD TO CALENDAR**

<https://evt.to/eeehgmdow>

**Contact: Dulce Mendoza**



**SEND EMAIL**

[info@pitiviti.org](mailto:info@pitiviti.org)



## COURSE DATE AND TIME

This course will take place in the U.S. Virgin Islands on September 5-6, 2024, at the The Westin Frenchman's Reef, St. Thomas, U.S. Virgin Islands.

### Day 1

September 5, 2024  
1:00 p.m. to 5:00 p.m.

### Day 2

September 6, 2024  
8:00 a.m. to 12:00 p.m.



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## INSTRUCTOR

### Seitu Stephens

Seitu Stephens, JD, is a highly skilled professional with extensive experience in grants management, legal guidance, and risk assessment. He earned his Juris Doctorate from Widener Law School Institution in 2006 and a Bachelor of Science in History from Lincoln University in 2000. Seitu has a proven track record of providing executive-level officials with sound legal advice, particularly in employee management, conflict mediation, and compliance with state and federal laws and regulations. His expertise in federal and state ethics regulations is complemented by his ability to train employees on ethical and effective disciplinary procedures at all levels.

As Chair of the Chester County Community Block Grant Administrative Board, Seitu oversees the allocation and management of block grant funds, ensuring compliance with federal guidelines and fostering collaboration among government entities, community organizations, and the public. He is a leading subject matter expert in evaluating project proposals, guiding grant recipients, and promoting transparency in fund administration. As the Secretary of the Board of Trustees and Chair of the Sub-Committee on Grant and Private Funding at Imhotep Charter STEM Institute, Seitu excels in administrative support, governance, and fundraising. He manages board communications, maintains accurate records, and ensures compliance with organizational policies. Additionally, he identifies funding opportunities, prepares grant proposals, and cultivates relationships with private donors to advance the institute's educational initiatives.

Seitu's subject matter expertise is extensive and includes regulations such as 2 CFR 200 A - D, audit preparation for single and program audits, OIG training and best practices, sub-award monitoring, cost principles (2 CFR 200 E, FAR 31.2, & 45 CFR 75 Appendix IX), and performance measurement for federal employees and recipients. He is also well-versed in ethics and OPM best practices and possesses strong public speaking and professional writing skills tailored for federal employees. His professional affiliations include being a National Grant Management Association member since May 2024.



*This product was supported by funds made available from the Centers for Disease Control and Prevention, National Center for STLT Public Health Infrastructure and Workforce through cooperative agreement OT 18-1802, Strengthening Public Health Systems and Services Through National Partnership to Improve and Protect the Nation's Health award #6 NU38OT000317-04-01 CFDA 93.421. Its contents are solely the responsibility of ASTHO and do not necessarily represent the official views of the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention.*