

FEDERAL ACQUISITION INSTITUTE



FY 2013 Course Catalog

Course Descriptions

October 1, 2012 - September 30, 2013

FAC-C LEVEL I REQUIREMENTS

CON 100 - SHAPING SMART BUSINESS ARRANGEMENTS (online)

Description:

This course is a FAC-C Level I certification training course. Employees who are entering the acquisition career field will gain a comprehensive understanding of the environment in which they will serve. Students will develop professional skills for making business decisions and for advising other acquisition team members in successfully meeting customers' needs. Knowledge management and information systems will be introduced as well.

Objectives:

Students who successfully complete this course will be able to:

- Describe the acquisition/contracting mission and its impact on the American economic system;
- Describe the importance of the oversight roles of the Government Accountability Office.
- Explain the characteristics and responsibilities of the contracting professional in the role of a business advisor;
- Explain the distinctive interests of both the buyer and seller and the role those interests play;
- Describe commercial acquisition and government unique requirements of market research in identifying the best arrangements to meet mission requirements; and
- Explain e-business and information technology in supporting business processes.
- Who Should Attend: Employees who are entering the contracting workforce or those new to the government.

Prerequisite: None

CLPs: 16



FCN 110 - MISSION SUPPORT PLANNING (online)

Description:

This course goes through the elements of the procurement planning process. It is for civilian agency students new to acquisition as well as those civilian agency acquisition workforce members who want to understand more about the procurement process. It is the first in a series of three courses that describes from a high level the procurement and contracting processes, rules and regulations. The focus of this course is on civilian agency procurement and the Federal Acquisition Regulations. Students who want to know more about how the Department of Defense does procurement should take the classroom version, CON 110.

Objectives:

Students who successfully complete this course will be able to:

- Identify role planning in Mission Support Strategies
- Use the Federal Acquisition Regulations
- Identify a Requirements Documents Strategy
- List the Socioeconomic and Other Considerations
- List the methods of acquisition and types of contracts
- Identify the competition requirements
- List the requirements for an acquisition Strategy

Who Should Attend: Employees who are entering the contracting workforce and those involved in the acquisition process such as contracting officer representatives and program/project managers.

Prerequisite: None

CLPs: 17

FCN 111 - MISSION STRATEGY EXECUTION (online)

Description:

This course is the second in a series of three courses focused on the Federal Government's procurement and contracting processes. It focuses on the requirements and solicitation stages. It is for students new to procurement as well as those civilian agency acquisition workforce members who want to understand more about the procurement process. The focus of this course is on civilian agency procurement and the Federal Acquisition Regulations. Students who want to know more about how the Department of Defense does procurement should take the classroom version, CON 111.

Objectives:

Students who successfully complete this course will be able to identify:

- Identify the elements of a procurement request package
- Identify the requirements for publicizing solicitations
- List the steps in solicitation development
- List the steps in the pre-award preparations
- Identify various techniques for price/cost analysis
- List the steps in the preparation for negotiation
- List the steps in the process of awarding a Contract

Who Should Attend: Employees who are entering the contracting workforce and those involved in the acquisition process such as contracting officer representatives and program/project managers.

Prerequisite: None

CLPs: 23

FCN 112 - MISSION PERFORMANCE ASSESSMENT (online)

Description:

This course is the third in a series of three courses focused on the Federal Government's procurement and contracting processes. It builds on the foundation established in CON 110 and CON 111 or FCN 110 and FCN 111. The focus of this course is on the procurement process after the contract is awarded.

It is for students new to procurement as well as those civilian agency acquisition workforce members who want to understand more about the procurement process. The focus of this course is on civilian agency procurement and the Federal Acquisition Regulations. Students who want to know more about how the Department of Defense does procurement should take the classroom version, CON 112.

Objectives:

Students who successfully complete this course will be able to identify:

- Quality and Acceptance
- Performance remedies
- Contract changes and modifications
- Invoicing
- Contract closeout

Who Should Attend: Employees who are entering the contracting workforce and those involved in the acquisition process such as contracting officer representatives and program/project managers.

Prerequisite: None

CLPs: 20

CON 120 - MISSION FOCUSED CONTRACTING (classroom)

Description:

This is the capstone course for CON Level I students. It engages the students in the entire acquisition process from meeting with the customer to completing the contract closeout process. Students will have an opportunity to learn and apply leadership, problem-solving, and negotiation skills. Using an integrated case study approach, students will apply the knowledge and skills gained in the previous CON Level I courses.

CON 120 has a pre-classroom assignment students must complete prior to attending the course. The assignment forms part of the student's overall grade.

Objectives:

Students who successfully complete this course will be able to:

- Provide contracting advice based on market research;
- Prepare a solicitation package;
- Prepare, award, and debrief a contract requirement;
- Evaluate price reasonableness and conduct price negotiations;
- Plan and conduct a post-award conference; and
- Modify a contract, exercise a contract option, and complete the contract closeout process.

Who Should Attend: Contracting professionals seeking their FAC-C level 1.

Length: 10 days

Prerequisite: CON 100, CON 110/FCN110, CON 111/FCN 111, and CON 112/FCN 112 in some combination.

CLPs: 80

FAC-C LEVEL II REQUIREMENTS

CON 200 – Business Decisions for Contracting (online)

Description:

Business Decisions for Contracting builds on contracting Level I pre-award business and contracting knowledge necessary to process complex procurements. The emphasis of this course is on planning successful mission-support strategies and executing an acquisition that optimizes customer mission performance. Participants will learn various techniques for building successful business relationships, the benefits of strategic sourcing and spend analysis, and the ins and outs of providing contract financing. Students will also take an in-depth look at subcontracting, how to conduct a formal source selection, and how to analyze the information necessary to determine contractor responsibility.

Objectives:

Students who successfully complete this course will be able to:

- Given a customer's acquisition requirements in a mission support environment, identify the importance of a good business relationship in achieving the customer's performance expectations.
- Given an acquisition environment defined by budget cuts and increased scrutiny of government contracting, identify how strategic sourcing can improve the quality and cost related to the purchase of goods and services.
- Given a complex service requirement, identify the principles of performance-based acquisition (PBA) that will apply to it.
- Given a complex requirement, identify the techniques that can be used to manage risk on an acquisition project.
- Given an acquisition strategy that includes providing contract financing, identify the impact of this decision on the acquisition process.
- Given a complex acquisition situation, determine the appropriate contractual arrangement to support customer needs.
- Given an acquisition that provides Government property (GP) as a strategy to achieve an overall objective, identify the implications of that decision on the acquisition process.
- Given a complex acquisition and information on small business socio-economic programs, determine the impact of these programs on contracting decisions and how small businesses can support an acquisition.
- Given an unrestricted acquisition that has subcontracting possibilities, determine the subcontracting requirements that apply to the acquisition.
- Given a complex competitive negotiated acquisition, determine the appropriate source selection methodology.
- Given an acquisition; determine if a prospective contractor is responsible.

Prerequisite: FAC-C Level I Certification and at least two years of contracting experience.

CLPs: 19

CON 215 - INTERMEDIATE CONTRACTING FOR MISSION SUPPORT (classroom)

Description:

In this course students work in teams on an in-depth contract case study. This hands-on case study helps students develop critical thinking, customer needs analysis, procurement strategies, and source selection skills necessary for successful contract performance. Working in teams, students will conduct a spend analysis to identify opportunities for streamlining and consolidating requirements from multiple customers. Teams then will identify the commodity with the greatest potential for consolidation and work with their customers to refine a draft requirements package; develop acquisition, procurement, and source selection plans; create a solicitation; and respond to industry questions. Teams will also perform a variety of activities related to source selection and post-award issues.

CON 215 has a pre-classroom assignment students must complete prior to attending the course.

Objectives:

Students who successfully complete this course will be able to:

- Effectively communicate orally and in writing
- Participate as an effective, contributing acquisition team member
- Identify information or knowledge required in acquisition situations, use appropriate resources to locate such information, and determine the accuracy and validity of the information
- Effectively manage events, meetings, and workload in order to meet deadlines
- Use available technology to develop and implement effective business strategies
- Utilize a decision making and problem solving model/process to resolve a complex issue
- Apply applicable laws, regulations, and policies that impact a complex requirement

Who Should Attend:

Contracting personnel with FAC-C Level I certification and at least two years of contracting experience.

Length: 8 days

Prerequisite: CON 200

CLPs: 64

CON 216 - LEGAL CONSIDERATIONS IN CONTRACTING (online)

Description:

This course focuses on legal considerations in the procurement process. Participants are introduced to the basic principles and sources of law relevant to procurement, including fiscal law. The course also addresses various other legal issues that may develop during the course of a contract, such as protests, assignment of claims, disputes, fraud, contractor debt, performance issues, and contract termination.

Objectives:

Those who successfully complete this course will be able to:

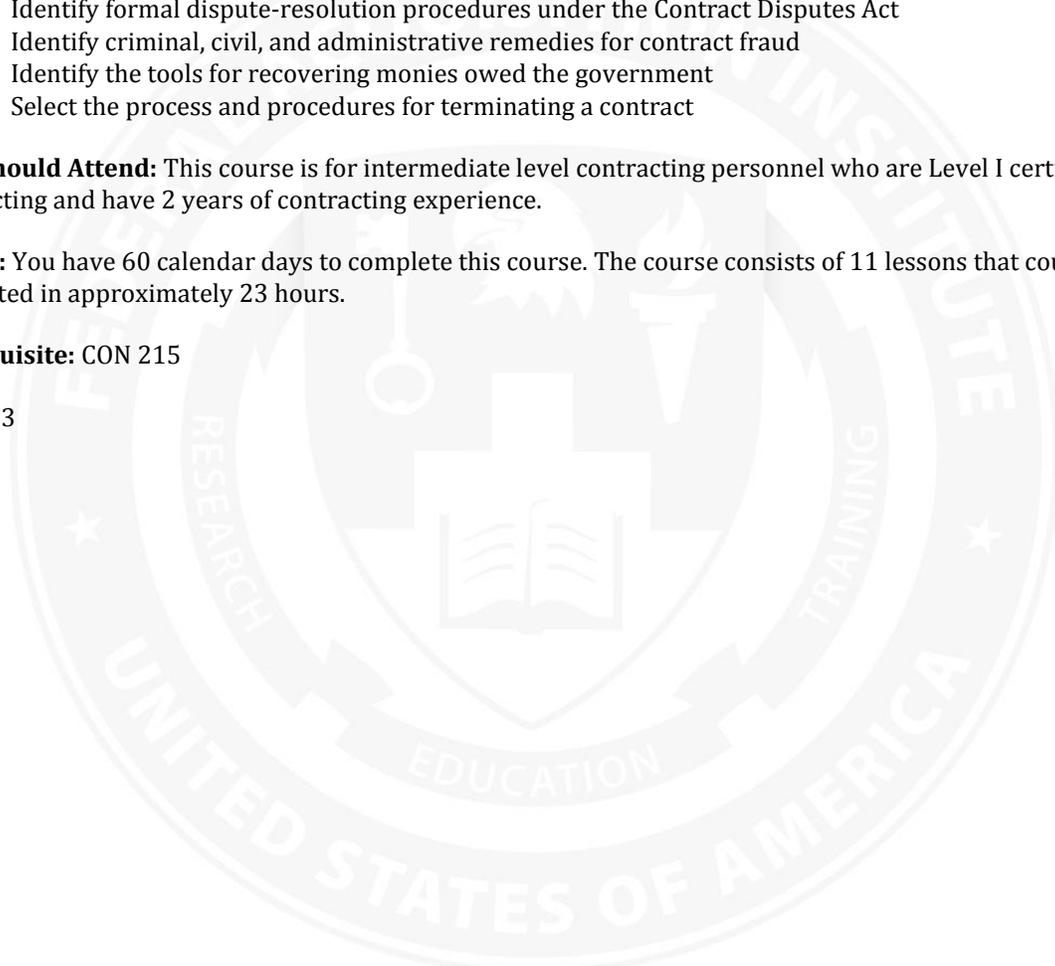
- Identify the legal and ethical principles that apply to government contracts
- Identify different processes through which challenges may be filed against a federal acquisition
- Identify the legal obligations of both parties when a contract performance issue arises
- Identify formal dispute-resolution procedures under the Contract Disputes Act
- Identify criminal, civil, and administrative remedies for contract fraud
- Identify the tools for recovering monies owed the government
- Select the process and procedures for terminating a contract

Who Should Attend: This course is for intermediate level contracting personnel who are Level I certified in Contracting and have 2 years of contracting experience.

Length: You have 60 calendar days to complete this course. The course consists of 11 lessons that could be completed in approximately 23 hours.

Prerequisite: CON 215

CLPs: 23



CON 217 - COST ANALYSIS AND NEGOTIATION TECHNIQUES (classroom)

Description:

In this course students learn and apply more advanced pricing methods and techniques in order to analyze a contractor's proposal and develop government negotiation objectives. This course also introduces the concepts necessary for successful negotiations. Students will use computers to aid in analysis and will receive a copy of all software tools used in class.

CON 217 has pre-classroom reading assignments and a graded quiz that must be completed before the first day of class.

Objectives:

Students who successfully complete this course will be able to:

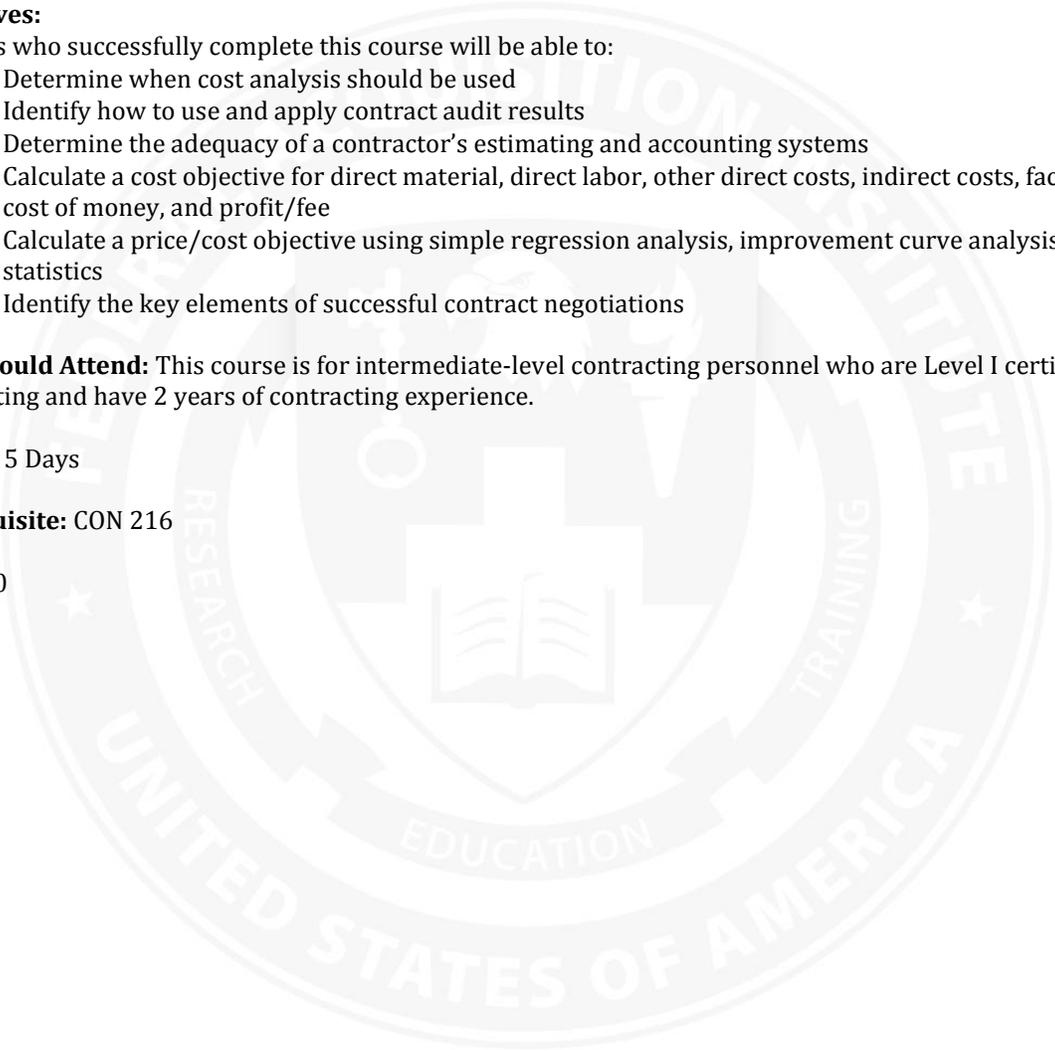
- Determine when cost analysis should be used
- Identify how to use and apply contract audit results
- Determine the adequacy of a contractor's estimating and accounting systems
- Calculate a cost objective for direct material, direct labor, other direct costs, indirect costs, facilities capital cost of money, and profit/fee
- Calculate a price/cost objective using simple regression analysis, improvement curve analysis, and statistics
- Identify the key elements of successful contract negotiations

Who Should Attend: This course is for intermediate-level contracting personnel who are Level I certified in Contracting and have 2 years of contracting experience.

Length: 5 Days

Prerequisite: CON 216

CLPs: 40



CON 218 - ADVANCE CONTRACTING FOR MISSION SUPPORT (classroom)

Description:

In this course students will demonstrate their ability to negotiate fair and reasonable prices, resolve legal issues, and respond to changing customer requirements during contract performance through a realistic case study based on a government acquisition. This highly interactive course gives students the opportunity to tackle complex contracting issues in a team environment that encourages open discussion and an exchange of ideas.

Objectives:

Students who successfully complete this course will be able to:

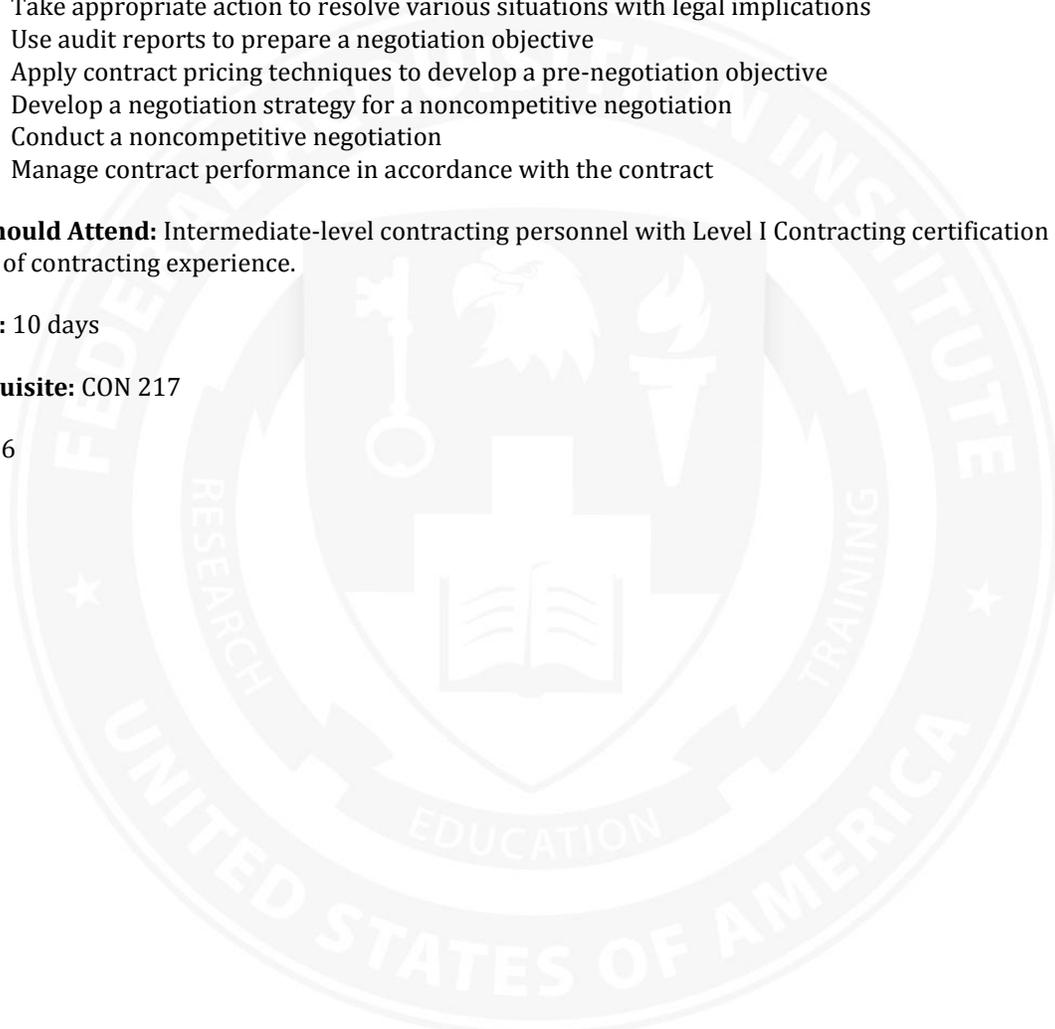
- Develop a proactive strategic approach to satisfy the customer's evolving requirements
- Take appropriate action to resolve various situations with legal implications
- Use audit reports to prepare a negotiation objective
- Apply contract pricing techniques to develop a pre-negotiation objective
- Develop a negotiation strategy for a noncompetitive negotiation
- Conduct a noncompetitive negotiation
- Manage contract performance in accordance with the contract

Who Should Attend: Intermediate-level contracting personnel with Level I Contracting certification and minimum 2 years of contracting experience.

Length: 10 days

Prerequisite: CON 217

CLPs: 76



FAC-C LEVEL III REQUIREMENTS

CON 353 - ADVANCED BUSINESS SOLUTIONS FOR MISSION SUPPORT (classroom)

Description:

This is the ten-day intensive FAC-C Level III Contracting certification course. It is for advanced students to apply the skills and knowledge gained in their Level II courses and their work experience. Students will work in teams to develop innovative approaches and sound business solutions to the challenge of local work-related problems and broad and complex acquisition problems. Students will also work in teams to analyze assigned cases and topics in federal acquisition.

CON 353 has a pre-classroom assignment that students must complete prior to attending the course. The assignment forms part of the student's overall grade.

Objectives:

Students who successfully complete this course will be able to:

- Effectively participate with project teams, exercise business leadership, and apply expertise (technical, business, and financial) resulting in business solutions that improve mission support;
- Innovate and use best practices in combination with critical thinking, problem solving, and dilemma resolution skills for improved planning, execution, and performance management outcomes;
- Develop business solutions that reflect consideration of risk and impacts on performance and synthesize policy as well as interests of functional team members and the marketplace; and
- Contribute to the development and implementation of change through an improved understanding of the legislative, regulatory, and policy processes.

Who Should Attend: Intermediate-level contracting personnel with Level I Contracting certification and minimum 2 years of contracting experience.

Prerequisites:

- FAC-C Level II
- One (1) year Contracting (CON) or Industrial/Contract Property Management (IND) experience after achieving FAC-C Level II.

Length: 10 days

CLPs: 80

FAC-COR LEVEL I REQUIREMENT

FCR 100 - CONTRACTING OFFICER'S REPRESENTATIVE LEVEL I COURSE (online)

Description:

The Contracting Officer's Representative Level I Course provides an overview of the COR's duties and responsibilities during the four contract phases -- Pre-Award, Post-Award, Contract Administration and Management, and Closeout. This course will prepare professionals for the Level I COR certification by addressing the aligned skills: Acquisition Planning; Market Research (Understanding the Marketplace); Defining Government Requirements; Effective Pre Award Communication; Technical Analysis of Proposals; Negotiation; Effective Contract Management; Performance Management; Inspection and Acceptance; Ethics. This course satisfies 7 of the required 8 hours of the Level I competencies required for the initial COR certification, effective January 1, 2012. Training for the remaining hour will be specified by each Agency Acquisition Career Manager or the Contracting Officer. This course has an exam after each module that must be passed at 100%. Learners will have 3 attempts to pass each exam successfully.

Objectives:

Students who successfully complete this course will be able to:

- Understand Acquisition Planning;
- Know the definition and how to conduct Market Research (Understanding the Marketplace);
- Know how to Define Government Requirements in Commercial/Non-Commercial Terms;
- Understand Effective Pre Award Communication;
- Understand the Technical Analysis of Proposals;
- Define Negotiation;
- Understand the role of Effective Contract Management; Performance Management; and Inspection and Acceptance;
- Understand Ethics

Who Should Attend: Employees who are entering the acquisition workforce and will be required to serve as Contracting Officer's Representative.

Prerequisite: None

CLPs: 7

FAC-COR LEVEL II REQUIREMENT

FCR 201 - CONTRACTING OFFICER'S REPRESENTATIVE LEVEL II COURSE (classroom)

Description:

Technical personnel play a vital role in acquiring equipment, systems, and support services by contract for the Government. They prepare the work statement; evaluate proposals; recommend source selection; and, as the appointed contracting officer's representative (COR), review, guide and direct the contractor's performance. Program success relies upon their informed and timely input. Effective contracting requires that technical personnel possess and correctly apply technical and administrative skills. Most technical personnel become involved in acquisitions because of their technical expertise. This course looks to improving agency acquisitions and contractor performance by enhancing their knowledge and practical application of contracting principles.

Objectives:

Students who successfully complete this course will be able to:

- Identify their responsibilities in the acquisition process and applicable requirements from the FAR and Agency policy.
- Address key elements of acquisition planning including market research, competition, source selection, contract type, use of indefinite delivery contracts, cost estimating, funding, special considerations for service contracts, logistical considerations, Government-furnished property and information, and security.
- Recognize authorized limitations on full and open competition; develop a justification for other than full and open competition, and support small business set-aside goals and programs.
- Prepare a performance-based work statement, source selection criteria, and technical proposal instructions.
- Observe solicitation constraints including communication with prospective offerors, disclosure of information, and confidentiality.
- Understand their input to the source selection process including the technical evaluation plan, evaluating proposals and reaching an agreement, cost realism and best value analysis, and source selection.
- Plan for quality and schedule assurance, select the appropriate remedy for nonconforming or delinquent performance, and prepare contractor performance evaluation reports.
- Support timely execution of contract modifications and avoid unauthorized changes.
- Provide timely technical direction within the scope of the contract requirements.
- Review payment requests and provide timely feedback.
- Know and appreciate standards of procurement ethics including areas of proscribed conduct under the Procurement Integrity Act and criminal conflict of interest statutes.

Who Should Attend: Individuals seeking FAC-COR Level 2 certification.

Prerequisites: None

Length: 5 days

CLPs: 40

Electives

FQN PBA3 - PERFORMANCE-BASED ACQUISITION (classroom)

This course gives acquisition professionals the knowledge and tools needed to plan and award performance-based contracts using a Statement of Objectives approach. A seven-step process is taught to develop a performance-based acquisition structured around the desired outcome.

The course is organized around the following steps:

1. Establish the Integrated Solutions Team
2. Define the Need and Conduct Market Research
3. Develop the Statement of Objectives (SOO)
4. Develop the Competitive Pool
5. Conduct Due Diligence
6. Select the Best Solution
7. Deliver Results through Partnership

Objectives:

Upon completion of this course, students should be able to:

- Describe the purpose and benefits of performance-based acquisitions
- Differentiate the SOO-based process from more traditional approaches
- Identify the benefits of the SOO-based approach
- Describe the methodologies and processes used in each of the steps

Prerequisites: None

Length: 3 Days

CLPs: 21

FCN 400 - EMERGENCY CONTRACTING BASICS (classroom)

This course is designed to meet the needs of Federal Acquisition Certification in Contracting (FAC-C) certified GS-1102 contracting professionals, or others performing similar functions, who may assist Federal agencies during the recovery phase of national emergencies and disasters. This course provides students with the knowledge necessary to procure goods and services required to support emergency and disaster recovery activities.

Prerequisites: None

Length: 2 Days

CLPs: 13