

SCHEDULE

CON-280 – Source Selection and the Administration of Service Contracts

This course builds on the foundation established through the Level I curriculum and the course prerequisites. The primary focus is on the acquisition of services under FAR Part 15 procedures, with an emphasis on performance-based acquisitions (PBA) for services, contract types, contract incentives, source selection, and contract administration. Students will learn the fundamentals of a performance based service acquisition—from acquisition planning to contract closeout—through a realistic case study. The course takes students through the solicitation process using structured source selection procedures. Students will prepare contractual documents, and develop and deliver high-level source selection briefings with recommendations for contract award.

Day 1

Introduction and Administrative Matters

- Welcome and Administration
- Precourse Material
- Course Overview
- Assessment and Grading
- Schedule
- Introductions

Introduction to Services Acquisition

- Introduction to Services Acquisition
- Definitions and Challenges
- Growth of Services Spending

Services Acquisition Process Overview

- Services Acquisition Process
- Services Acquisition Policies and Regulations

Introduction to CON-280 Case Study

- Overview of Infrastructure Operations Support Services (IOSS) Contracts and Related Policies
- Discussion of Potential IOSS Contract Complexities
- Overview of CON-280 Case Study Requirements Package
- Case Study and Exercise Flow

Day 2

Individual Critical Thinking Assignment Presentations**Forming the Acquisition Team**

- Roles and Responsibilities
- Team Charter and Project Plan
- Stakeholder Analysis and Involvement

Governance, Leadership and Communications

- Contracting and Program Management Governance
- Importance of Leadership Support
- Communications Challenges

Current Strategy Review

- Risk Identification
- Current and Projected Requirements and Results
- Identification of Current Initiatives and Contracts
- Spend Analysis and the Services Taxonomy
- Current Processes and Performance Levels
- Status of GFP and Facilities
- Current Strategy Review Exercise

Market Research

- Sources of Information
- Research Topics
- Market Research Analysis and Documentation

Day 3

Individual Critical Thinking Assignment Presentations**Requirements Definition Tools and Templates**

- Performance Risk Analysis
- Defining Risk
- Risk Assessment/Prioritization and the Risk Analysis Model
- Conducting a Requirements Analysis
- Building the Requirements Roadmap

Building the Requirements Roadmap

- High Level Objectives (HLOs) and Acceptable Quality Levels (AQLs)
- Performance Work Statement (PWS) and Quality Assurance Surveillance Plan (QASP)
- Incorporating the Results of Market Research
- Evaluating the IGCE
- Automated Requirements Roadmap Tool (ARRT) Demonstration

Performance Requirements Review

- Performance Requirements Review Exercise

Acquisition Strategy Development

- Developing the Business Case
- Integrating Market Research and Requirements Definition
- Risk Mitigation
- Key Acquisition Strategy Documents
- Acquisition Plan
- Source Selection Plan
- Key Components of the Acquisition Plan
- Contract Type and Incentive Strategy
- Method Used to Select Contractor
- Small Business Participation and Competition
- Contract Administration Considerations
- Effective Industry Engagement

Day 4

Individual Critical Thinking Assignment Presentations

Day 3 Recap: Context and Questions and Answers

- Feedback on Team Performances
- Context: Services Acquisition Process

Acquisition Strategy Development Exercise

- Part 1: Acquisition Plan Components Exercise
- Part 2: Pricing Exercise
- Part 3: Briefings to the HCA Exercise

Day 5

Day 4 Recap

- Feedback on Teams Performances
- Final Acquisition Plan Review

Week 1 Review

Week 1 Quiz

Individual Critical Thinking Assignment Presentations

Source Selection Planning

- Applicability of Source Selection Procedures
- Roles and Responsibilities
- Best Value Continuum
- Evaluation Factors
- Source Selection Plan (SSP)
- Developing and Releasing Requests for Proposals (RFPs)
- Source Selection Planning Exercise (Part 1)

Day 6

Individual Critical Thinking Assignment Presentations**Week 1 Recap**

- Week 1 Quiz Review
- Week 1 Review

Source Selection Planning

- Evaluation of Non-Cost Factors
- Technical Factors
- Past Performance Factors
- Small Business Participation
- Source Selection Planning Exercise (Part 2)

Source Selection Execution

- Exchanges with Offerors (FAR 15.306)
- The Evaluation Process
- Initial Evaluation
- Evaluation of Cost/Price: Cost Realism Analysis
- Contractor Responsibility
- Competitive Range
- Discussions
- Award Decision
- Documentation: Final Evaluation Results and Source Selection Decision
- Effective Use of GAO Information

Day 7

Individual Critical Thinking Assignment Presentations**Proposal Evaluation and Selection Decision Exercise**

- Part 1: Determine the Competitive Range
- Part 2: Prepare Award Recommendation
- Part 3: Brief the Source Selection Authority

Day 8

Individual Critical Thinking Assignment Presentations**Source Selection Decision Exercise**

- Feedback on Team Performances

Offeror Debriefings

- FAR Guidance and Purpose of Debriefing
- Roles and Responsibilities and Preparing for Debriefing
- Conducting the Debriefing
- Protests
- Researching GAO Cases and Precedents

- Offeror Debriefings Exercise

Post-Award Implementation

- FAR Guidance and Roles and Responsibilities
- Contract Management Plan
- Post-Award Orientation Conference
- Contract Management Plan and Delegation Exercise

Day 9

Individual Critical Thinking Assignment Presentations

Contract Administration and Performance Management

- Roles and Responsibilities
- Allowable Costs and Related Clauses
- Managing Performance Results, Performance Indicators, and Monitoring Contract Performance
- Evaluating the Effectiveness of the Performance Evaluation strategy
- Managing Continuous Improvement and Addressing Performance Problems
- Exercising Option Years
- Option Year Exercise
- Performance Problem Exercise

Contract Modifications

- Types of Contract Modifications
- Change Orders
- Negotiating Contract Modifications
- Termination/Contract Closeout

Week 2 Quiz Review

Day 10

Contract Modification Exercise

Week 2 Quiz

Course Summary and Evaluation

- Course Summary
- Course Critique/Evaluations