

## CON-290-DL CONTRACT ADMINISTRATION AND NEGOTIATION TECHNIQUES IN A SUPPLY ENVIRONMENT CLASS SCHEDULE

All class sessions run from 9:30 a.m. to 2:00 p.m. Eastern Time.

|               | Monday   | Tuesday   | Wednesday   | Thursday  | Friday  |
|---------------|--|---|---|---|---|
| <b>Week 1</b> | <b>Session 01</b><br>9:30am–2:00pm   | <b>Session 02</b><br>9:30am–2:00pm  | <b>Session 03</b><br>9:30am–2:00pm  | <b>Session 04</b><br>9:30am–2:00pm  | <b>Session 05</b><br>9:30am–2:00pm  |
|               | <ul style="list-style-type: none"> <li>• Class Administration and Introductions</li> <li>• Group Critical Thinking Assignment</li> </ul> | <ul style="list-style-type: none"> <li>• Acquisition Planning</li> <li>• Roles and Responsibilities for Acquisition Planning</li> <li>• Acquisition Planning Process</li> <li>• Phases of the Planning Process</li> </ul> | <ul style="list-style-type: none"> <li>• Acquisition Planning (continued)</li> <li>• Content of the Plan</li> <li>• Solicitation Review</li> <li>• Data Rights</li> </ul>   | <ul style="list-style-type: none"> <li>• Pricing Refresher</li> <li>• Negotiation Overview</li> <li>• Research and Development Case Introduction</li> </ul>   | <ul style="list-style-type: none"> <li>• Research and Development Case Work (Includes Team Fact-Finding)</li> </ul> |
| <b>Week 2</b> | <b>Session 06</b><br>9:30am–2:00pm   | <b>Session 07</b><br>9:30am–2:00pm  | <b>Session 08</b><br>9:30am–2:00pm  | <b>Session 09</b><br>9:30am–2:00pm  | <b>Session 10</b><br>9:30am–9:45am  |
|               | <ul style="list-style-type: none"> <li>• Pre-Price Negotiation Memorandum and Research and Development Worksheet</li> </ul>              | <ul style="list-style-type: none"> <li>• Business Clearance Briefing</li> <li>• Submit Objectives: Issues and Objectives</li> <li>• Negotiations</li> </ul>   | <ul style="list-style-type: none"> <li>• Negotiations Outbrief and Takeaways</li> <li>• Production Contract Review</li> <li>• Performance-Based Payment Exercise</li> </ul> | <ul style="list-style-type: none"> <li>• Protests</li> <li>• Request for Equitable Adjustment (REA) Case Introduction</li> <li>• Group Critical Thinking Assignment (GCTA) Group Work</li> <li>• REA Case Work</li> </ul> | <ul style="list-style-type: none"> <li>• Exam 1 – submit by 1:30 p.m. EDT</li> </ul>                                |

|               | <b>Monday</b>   | <b>Tuesday</b>  | <b>Wednesday</b>   | <b>Thursday</b>  | <b>Friday</b>  |
|---------------|---|---|--|--|--|
| <b>Week 3</b> | <b>Session 11</b><br>9:30am–2:00pm  | <b>Session 12</b><br>9:30am–2:00pm  | <b>Session 13</b><br>9:30am–2:00pm   | <b>Session 14</b><br>9:30am–2:00pm   | <b>Session 15</b><br>9:30am–2:00pm   |
|               | <ul style="list-style-type: none"> <li>GCTA Post-Assignment Papers and Assignment Panel</li> <li>Contract Administration</li> </ul>     | <ul style="list-style-type: none"> <li>Contractor Noncompliance</li> <li>Fraud</li> <li>Changes</li> </ul>  | <ul style="list-style-type: none"> <li>Changes Assessment</li> <li>Equitable Adjustments</li> <li>REA Case Introduction</li> <li>REA Case Work</li> </ul>          | <ul style="list-style-type: none"> <li>REA Case Work (continued)</li> </ul>        | <ul style="list-style-type: none"> <li>Business Clearance Briefings</li> <li>Submission of Objectives</li> <li>Negotiations</li> </ul> |
| <b>Week 4</b> | <b>Session 16</b><br>9:30am–2:00pm  | <b>Session 17</b><br>9:30am–2:00pm  | <b>Session 18</b><br>9:30am–2:00pm   | <b>Session 19</b><br>9:30am–9:45am   |  |
|               | <ul style="list-style-type: none"> <li>Negotiations Outbrief and Takeaways</li> <li>Claims and Unilateral Price Modification</li> </ul> | <ul style="list-style-type: none"> <li>Contract Administration Assignment</li> <li>Defective Pricing</li> <li>Terminations</li> <li>Contractor Performance</li> </ul> | <ul style="list-style-type: none"> <li>FPIF Final Price Exercise</li> <li>Closeout</li> <li>Current Topics Brief</li> <li>Course Summary and Evaluation</li> </ul> | <ul style="list-style-type: none"> <li>Exam 2 – submit by 1:30 p.m. EDT</li> </ul> |  |