

SCHEDULE

CON-290 – Contract Administration and Negotiation Techniques in a Supply Environment

In this 10-day, case-based course, students apply contracting concepts and techniques learned in prerequisite courses to meet customer supply requirements and resolve complex contracting issues. Special emphasis is placed on applying legal concepts from CON-216, intermediate pricing concepts from CON-270, and negotiation techniques. Students experience the full spectrum of contracting processes and issues by following a supply requirement through all phases of the acquisition life cycle, from acquisition planning through contract closeout. Research, analysis, and communication skills are honed through development and presentation of a critical thinking project requiring in-depth focus on one area of contracting. Negotiation skills are sharpened through active student participation in two simulated contract negotiations.

Day 1

Introduction and Administrative Matters

Group Critical Thinking Assignment

Acquisition Planning

- Roles and Responsibilities for Acquisition Planning
- Acquisition Planning Process
- Phases of the Planning Process
- Content of the Plan

Day 2

Acquisition Planning (continued)

Solicitation Review

Data Rights

Pricing Refresher

Negotiation Overview

Research and Development Case Introduction

Day 3

Research and Development Case Work (Includes Team Fact-Finding)

Pre-Price Negotiation Memorandum and Research and Development Worksheet

Day 4

Business Clearance Briefing

Submit Objectives: Issues and Objectives

Negotiations

- Outbrief
- Takeaways

Production Contract Review

Performance-Based Payment Exercise

Day 5

Week 1 Quiz

Protests

Request for Equitable Adjustment Case Introduction

Group Thinking Critical Assignment Group Work and Request for Equitable Adjustment Case Work

Day 6

Group Thinking Critical Assignment

- Post-Assignment Papers
- Assignment Panel

Teams Work on Request for Equitable Adjustment While Not Presenting

Contract Administration

Contractor Noncompliance

Fraud

Changes

Day 7

Changes Test/ Changes Assessment

Equitable Adjustments

Request for Equitable Adjustment

- Case Introduction
- Request for Equitable Adjustment Case Work

Day 8

Request for Equitable Adjustment Case Work (continued)

Business Clearance Briefings

Submission of Objectives

Negotiations

- Outbrief
- Takeaways

Claims and Unilateral Price Modification

Day 9

Contract Administration Assignment

Defective Pricing

Terminations

Contractor Performance

FPIF Final Price/Final Price Exercise

Closeout

Day 10

Current Topics Brief

Wrap-up

Week 2 Quiz

Evaluations/Administrative Wrap-up