

# **CON-170-DL**

## **FUNDAMENTALS OF COST AND PRICE ANALYSIS**

### **COURSE SYLLABUS**

#### **DESCRIPTION**

CON-170-DL is a rigorous course that requires focused effort and discipline on the part of each student in learning to apply contracting policies and procedures, as well as quantitative methods to cost and price analysis, with particular emphasis on analyzing proposals and determining fair and reasonable pricing for all contract actions. Students learn how to apply quantitative tools to perform cost and price analysis in accordance with *Federal Acquisition Regulation (FAR)* guidelines and the *Contract Pricing Reference Guide*.

It is assumed that students will have some experience with math and statistics, as well as with Microsoft Excel. Refresher training in these subjects may be useful prior to taking this course.

#### **OBJECTIVES**

Upon completion of this course, the student will be able to:

- Identify seller pricing strategies.
- Describe the Truthful Cost or Pricing Data statute.
- Apply Cost Accounting Standards Board (CASB) rules and regulations.
- Identify contract cost principles and procedures.
- Recognize essential elements of a market research report.
- Demonstrate quantitative pricing skills.
- Determine an appropriate contracting strategy.
- Differentiate among contract financing arrangements.
- Differentiate between price and cost analysis.
- Differentiate price analysis techniques.
- Examine price-related factors.
- Perform proposal analysis.
- Summarize contractors' business systems for award/payment compliance.
- Differentiate between direct and indirect costs.

- Summarize the evaluation of indirect and subcontract costs.
- Summarize how indirect costs are evaluated.
- Calculate Facilities Capital Cost of Money (FCCOM).
- Calculate negotiation profit objectives using Weighted Guidelines (WGL).
- Demonstrate ability to complete a settlement action related to defective pricing.

## PREREQUISITES

- CON-127, *Contract Management*
- FAC 031, *Small Business Programs*
- FAC 023, *Basic Contracting for GSA Schedules*
- CLC 058, *Introduction to Contract Pricing*
- CLC 057, *Performance-Based Payments and Value of Cash Flow*

## CREDIT

Students who successfully complete this course earn 80 continuous learning points (CLP). This course has been reviewed and determined to be equivalent to the Defense Acquisition University course of the same name.

## REQUIREMENTS

- **Student materials:** Instructions will be provided for students to download the initial class materials, including exercises and other reference material.
- **Hardware and software:** Students require access to a computer and the Internet, as well as to a corded landline phone during the virtual sessions. A URL and toll-free audioconference number will be provided.

## STRUCTURE

During the course, students view 18 web-based training (WBT) modules, complete offline assignments, and participate in virtual instructor-led training (vILT) sessions that involve live interaction with the instructor as well as team-based activities.

## WBT Modules

WBTs give learners knowledge of key concepts in a logical, self-paced format. Each WBT module requires 30 to 45 minutes to complete. The instructional strategy includes a combination of voice-over audio, graphics or images, and interactive rollovers. Every module includes knowledge checks to test the learner's comprehension of the WBT content.

## **Offline Assignments**

Students read white papers and complete a variety of exercises throughout the training, which allow participants to apply knowledge gained in the WBTs and vILTs to real-world scenarios. Job aids contain information helpful for completing the exercises, and a comprehensive set of Excel tools facilitates the calculation portion of problem-solving. The white papers, job aids, and Excel tools also serve as valuable reference materials for future use. Students are required to submit selected exercises to the instructor prior to the next vILT session, during which key exercises will be reviewed.

## **vILT Sessions**

vILT sessions are hosted on the NPI Adobe Connect platform, accessed from student computers via an Internet connection and toll-free telephone line. These sessions serve as the capstone to one or more WBTs; they assist learners in grasping the more complex aspects of cost and price analysis, including the use of mathematical models and Excel tools.

## **Typical Session**

A typical vILT session consists of:

- Review and summary of topics to date, including offline assignments.
- Opportunity to ask questions and receive answers from the instructor (questions may be posted in advance; see “Communications” below).
- Presentation of more sophisticated content best delivered in a virtual classroom setting.
- Breakout sessions where student teams complete exercises, then present their solutions to the class.
- Preview of the next segment of training.

## **Virtual Classrooms**

Each vILT is three to four hours long. During the first session, students are assigned to teams (they remain on the same team throughout the course). Team activities enhance the learning process and promote the team approach encouraged by the FAR. All students are given the opportunity (responsibility) to serve as spokesperson for the team in presenting results.

Before confirming the correct solution, the instructor facilitates a discussion to allow students to explain their work. Once the answer is revealed, each student should seek a full understanding of the basis for the answer.

## GENERAL SCHEDULE

CON-170-DL typically spans four weeks. Each vILT session will begin promptly at 9:30 a.m. Eastern Time unless otherwise indicated in the registration details for a specific offering of this course. Sessions are three to four hours in length, as shown in the class schedule. (There is a 30-minute break for all sessions other than exams.)

## ASSESSMENTS

Students must earn at least 80 percent of all possible points to pass. A breakdown of the assessment scheme is provided below.

<b>CON-170-DL Student Assessment</b>	
Midcourse Exam	25
Final Exam	25
Individual Exercises	25
Class Participation	25
Total Possible Points	100
Minimum Passing Score (80%)	80

### Exams

There are two exams: one midcourse and one final. Each exam is open book and consists of 25 multiple-choice questions where there is only one correct answer per question. Exams are scheduled as separate virtual sessions, with a maximum of three hours allowed for completion.

### Exercises

CON-170-DL includes a wide variety of individual and team exercises. Although the instructor will not grade every single exercise, designated exercises must be submitted prior to the next vILT for grading. In addition, the instructor will evaluate the general performance of each student in making an honest effort to successfully complete all exercises and demonstrating willingness to correct errors and learn from mistakes.

### Class Participation

Class participation, including timeliness, is observed and recorded by the instructor throughout the course.

## COURSE POLICIES

- **Attendance:** In accordance with Federal Acquisition Institute (FAI) policy, students are not allowed to miss *any* course time. In an extreme case beyond a student's control, the instructor may excuse student absence provided notification has been received at the earliest possible opportunity (preferably in advance of the absence). The instructor will assess the nature of activities and amount of time missed to determine if the attendance requirements have been met.
- **Student responsibility:** Students are responsible for achieving the learning objectives. Any problems or difficulties encountered should be communicated to the instructor.
- **Missed exams:** There will normally be no makeups for missed exams. In extenuating circumstances, students should contact the instructor for further guidance.
- **Remediation:** One retake of the final exam may be allowed depending on agency policy.
- **ADA:** This course is required to meet ADA accessibility guidelines. Students should inform their agency departmental 508 coordinator or the agency acquisition career manager of their specific need and should specify that they have adaptive software and hardware to assist them. Students may contact NPI at [npi@npi-training.com](mailto:npi@npi-training.com) or 425-776-0414 for assistance.
- **Non-attribution:** Statements made in the classroom forum should be treated as privileged information and are not to be attributed to a specific individual when outside the classroom.

## COMMUNICATIONS

- **Announcements:** General messages outside classroom hours will be broadcast in The Commons, a 24/7 virtual meeting room, and via e-mail. Messages may include weekly assignments, resource links, FAQs, tips, important dates, or reminders.
- **Student collaboration:** The Commons also serves as a virtual student hall where students may communicate and collaborate with the instructor or other students, or receive individual support from the instructor.
- **E-mail:** For urgent matters, questions or notifications may be submitted to the instructor's e-mail.