



FPM 217 - Contracting

MCI Course Number: 6888

Length: 2 days

Course Description

Program and project managers need a strong foundation in the principles of Federal acquisitions. This course differentiates between private and public sector contracting, discusses the mission, purpose, vision, and goals of Federal contracting, discusses the Federal Acquisition Regulation (FAR) System and acquisition life cycle, and reviews the various roles and responsibilities of the acquisition team.

Comprehensive planning is a critical part of successful acquisitions. This course explores leadership and management processes associated with successful acquisition planning. The elements of planning for source selection are also covered, as are the key aspects of evaluating proposals, bids, and offers.

Critical aspects of planning contract administration, measuring performance against a baseline, and monitoring contractor performance are also reviewed.

Course Learning Objectives

- Demonstrate understanding of key acquisition concepts, life cycle, and roles and responsibilities
- Implement leadership and management processes associated with acquisition planning
- Develop and implement source selection criteria that consider associated risk
- Conduct contract administration functions in collaboration with the program Contracting Officer's Representative (COR)

Intended Audience

This course is intended for program and project management professionals seeking their FAC-PPM Level 2.

Prerequisites

- Students must satisfy the competency requirements for FAC-PPM Level 1

Pework

Students must complete the following prior to attending class:

- eLearning module on "The Federal Acquisition Environment"
- Pre-assessment of experience and expertise with relevant FAI Performance Outcomes. A personalized report will be generated for students upon completion of the pre-assessment.

Course Schedule

DAY ONE	
MORNING	Lesson 1: Federal Acquisition Overview
LUNCH	
AFTERNOON	Lesson 2: Acquisition Planning

DAY TWO	
MORNING	Lesson 3: Source Selection
LUNCH	
AFTERNOON	Lesson 4: Performance and Administration
	Course Exam

Learning Methods

Presentation, class discussions, practical activities, group and individual exercises, and action planning for on-the-job implementation.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

The final exam must be completed with a grade of 80% or higher.

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Management Advisory Services
- Level: Intermediate
- CPEs: 16

Professional Development Units (PDUs)

- Credits: 14

Continuous Learning Points (CLPs)

- Credits: 16

Third-Party Certification Relationship

This course addresses the following FAI performance outcomes:

- Examine the leadership and management processes associated with acquisition planning
- Interpret the differences in business processes between industry and the federal government as they relate to contracting
- Correlate the relationship between the acquisition strategy and the acquisition plan
- Formulate an acquisition strategy which includes a comprehensive contracting approach that incorporates risk mitigation strategies
- Illustrate the basis for building and maintaining effective contract incentive relationships
- Differentiate the key features of pre-award actions, contracting methods, and policy required by the Federal Acquisition Regulation System (FAR)
- Conduct market research, including considerations for using non-developmental and commercial items, and incorporating socioeconomic considerations
- Account for the factors that determine how commercial-off-the-shelf (COTS) products may affect a program during acquisition planning
- Formulate the key features of a comprehensive program/project specification and statement of work (SOW)
- Clarify source selection criteria including risk analysis methods, FAR Part 15/15.3
- Apply and track contract administrative actions in collaboration with the program COR
- Administer a negotiated baseline of performance with operational users, and the corresponding commercial and/or organic support providers
- Assist the contracting officer in the negotiations with industry for the required level of contract performance
- Demonstrate and apply the knowledge and skills required to perform the responsibilities of a COR
- Apply principles of modular contracting to support system development; identify the best contract strategies to support project and key federal IT strategic goals (e.g., cloud computing, data center consolidation, IT as a service, etc.) (from the FAC-PPM IT Core-Plus Competency Model)