



Course Catalog

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Contracting Courses

ACQ 265: Mission-Focused Services Acquisition

Description

This four-day course is designed to improve our tradecraft in the acquisition of services. It uses a multifunctional approach that provides acquisition team members with the tools and techniques necessary to analyze and apply performance-based principles when developing requirements documents and effective business strategies for contractor-provided services. ACQ 265 is designed for individuals who need to fortify their skills in developing and defining service requirements, supporting business strategies, and effectively managing the resulting contractor performance. However, this course may also serve as an opportunity for experienced acquisition personnel to deepen their understanding of the Service Acquisition Process.

Course ID: **ACQ 265**
Length: 4 Days



Learning Objectives

- Discuss and apply the seven-step Service Acquisition Process
- Learn and apply best practices in requirements mapping for evaluation of contractor services
- Discuss and apply the principles of the Service Acquisition Process through interactive, hands-on learning examples
- Develop best processes for contractor selection and award

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 32 CLPs.

ACQ 370: Acquisition Law

Description

This five-day course is targeted at acquisition professionals participating in the DoD policy which now mandates that the acquisition process be conducted through integrated product teams. The employment of integrated product teams in the acquisition process has resulted in the involvement of many non-contracting government personnel. ACQ 370 provides an overview of government contract law, specifically laws and regulations that are applicable to government contracts.

Learning Objectives

- Determine the constitutional, statutory, regulatory, and decisional authorities applicable to both commercial and governmental acquisitions
- Identify, discuss, support, and defend the statutory, regulatory, and decisional restrictions applicable to the expenditure of appropriated funds
- Support and defend a given position by applying the concepts associated with performance under government acquisition
- Discuss the process for prosecuting a protest in a government acquisition and differentiate the various decisions of actual case law
- Discuss, support, and defend a given position using the statutes and regulations that govern the ethical conduct of a government employee

Course ID: **ACQ 370**

Length: 5 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 51 CLPs.

CON 090: FAR Fundamentals

Description

This four-week foundation course on FAR Fundamentals is geared toward new hires. This course provides a total immersion into the Federal Acquisition Regulation (Parts 1-53). The course prepares the 21st century acquisition workforce to operate successfully in a web enabled environment. Participants analyze contracting business scenarios developed through research of the FAR. The course is presented in four modules: Contracting Overview, Acquisition Planning; Formation; and Management/Administration.

Classroom laptop computers will be required for each student.

Learning Objectives

- Locate, cite, interpret, and Determine the applicability of policies and procedures in the FAR, DFARS, DFARS PGI, and DoD class deviations
- Determine the requirements of the acquisition planning process as mandated by law and implemented by regulation
- Determine the policies and procedures for acquisitions from required and preferred sources of supplies and services
- Describe the types of contracts that may be used in acquisitions and competition requirements
- Determine the policies and procedures for publicizing contract opportunities, agency needs and socioeconomic programs
- Identify the legal principles used by courts and boards of contract appeals

Course ID: **CON 090**

Length: 20 Days



Course ID: **CON 90A, 90B, 90C, 90D**

Length: 5 Days each Class

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 160 CLPs.

CON 100: Shaping Smart Business Arrangements

Description

This five-day course is for personnel new to the Contracting career field. This course provides a comprehensive understanding of the environment in which they serve. Students develop professional skills for making business decisions and for advising other acquisition team members in successfully meeting customers' needs. Before beginning their study of technical knowledge and contracting procedures, students learn about different mission areas and the procurement alternatives for each. Knowledge management and information systems are introduced as well. Small group exercises prepare the students to provide contracting support within the overarching business relationships of government and industry.

Learning Objectives

- Explain the mission, characteristics and responsibilities of the contracting professional in the role of a business advisor
- Select training and development opportunities for career progression
- Describe the importance of the oversight roles of the Government Accountability Office and the Office of the Inspector General
- Explain the distinctive interests of both the buyer and seller and the role those interests play
- Determine the relationship between financial and acquisition communities and how fundamental financial principles and requirements are important
- Describe commercial acquisition and government-unique requirements of market research

Course ID: **CON 100**
Length: 5 Days



CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 40 CLPs.

CON 121: Contract Planning

Description

This two-day course is the first of three online Level I contracting courses. This course introduces personnel new to the contracting field to their role as a business advisor in the acquisition process. It focuses on the students' role in understanding their customers' mission and their ability to plan successful mission support strategies based upon their knowledge of the contracting environment and their customer needs. Students learn how to use the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS), conduct effective market research, develop alternative acquisition strategies, and understand how socioeconomic programs support the acquisition planning process.

Learning Objectives

- Reinforce areas of mutual interest within the acquisition environment
- Determine the correct means and methods of market research
- Given a customer need, identify all issues related to developing the applicable requirement documents for an acquisition
- Understand the applicable laws (e.g., environment, labor, socioeconomic and foreign) related to the acquisition
- Determine how to choose the appropriate competition requirement
- Apply knowledge to provide sound business advice for an acquisition strategy

Course ID: **CON 121**

Length: 2 Days



CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 16 CLPs.

CON 124: Contract Execution

Description

This two-day course is the second of three online Level I contracting courses. It focuses on executing the acquisition planning through soliciting industry and awarding a contract. It provides students with the knowledge necessary to execute an acquisition that optimizes customer mission performance. Students learn the techniques and benefits of early industry involvement in shaping requirements. Students learn basic procedures for acquisition of both commercial and noncommercial requirements, effectively conduct analysis of market data, and determine when a price is fair and reasonable. Finally, students will learn how to conduct basic competitive acquisitions, process awards, and handle protests before and after contract award.

Learning Objectives

- Determine if the purchase request package can be accepted and processed
- Determine the applicable methods for exchanging information with the vendor
- Determine the components and procedures for preparing an oral or written solicitation
- Determine the procedures for processing solicitation responses
- Determine the analytical techniques that are used to evaluate contractors' proposals to ensure that both the government and contractor receive a fair and reasonable price
- Complete the price analysis of a contractor's proposal in order to establish price objective for negotiation
- Determine the elements of a negotiation strategy
- Determine the procedure taken for contract award

Course ID: **CON 124**
Length: 2 Days



CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 16 CLPs.

CON 127: Contract Management

Description

This two-day course is the third of three online Level I contracting courses. This course builds on the foundation established in CON 121 and CON 124 and provides students with the knowledge necessary to identify and utilize appropriate performance metrics when evaluating contractor performance. Students explore processes for working with their customer to ensure contract performance is meeting mission requirements. Students explore performance assessment strategies and remedies for contractual non-compliance, how to make and price contract changes after award, handle disputes, and finally how to close out completed contracts. Additionally, students gain a fundamental knowledge of the characteristics and principles of the contract termination process.

Learning Objectives

- Apply the major elements of contract administration planning
- Categorize the policies and procedures for the post-award orientation of contractors
- Explain the policies and procedures for payment
- Determine the policies and procedures for payment
- Describe the policies and procedures for preparing and processing contract modifications
- Describe the policies and procedures for resolving contract disputes
- Describe the policies and procedures for the termination of contracts
- Determine the policies and procedures used for closing out contract files

Course ID: **CON 127**

Length: 2 Days



CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 16 CLPs.

CON 170: Fundamentals of Cost & Price Analysis

Description

The ten-day course begins with a review of market research and contractor pricing strategies. Students learn to calculate an objective using simple quantitative analysis. The course provides an overview of the regulations and processes for cost analysis and requiring certified cost and pricing data. Students are provided instruction on contract financing techniques. Finally, after learning the basic elements of price and cost analysis, students build and defend a pre-negotiation objective. Students apply cost analysis techniques during a week two proposal analysis capstone case, including writing a Price Negotiation Memorandum.

Classroom laptop computers will be required for each student.

Learning Objectives

- Understand how to successfully distinguish various seller pricing strategies
- Identify the policies and procedures for applying the Cost Accounting Standards Board (CASB) rules and Cost or Pricing Data Statute
- Recognize the essential elements of a market research report
- Demonstrate ability to execute fundamental quantitative pricing skills and identify contract cost principles.
- Given acquisition situations, determine an appropriate contracting strategy, including the contract type and other incentives
- Accurately differentiate between price analysis, cost analysis, and cost realism analysis
- Pursuant to FAR 15.4, accurately perform proposal analysis and prepare to present your findings to the SSA for contract clearance
- As a PCO responsible to determine a proposed price to be fair and reasonable, successfully summarize the roles and responsibilities of organizations involved in proposal analysis
- Given a proposal evaluation scenario, demonstrate ability to employ the weighted guidelines (WGL) for calculating negotiation profit objectives

Course ID: **CON 170**
Length: 10 Days



CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 80 CLPs.

CON 200: Business Decisions for Contracting

Description

This three-day course builds on contracting Level I pre-award business and contracting knowledge necessary to process complex procurements. The emphasis of this course is on planning successful mission-support strategies and executing an acquisition that optimizes customer mission performance. Participants learn various techniques for building successful business relationships, the benefits of strategic sourcing and spend analysis, and the ins and outs of providing contract financing. Students also take an in-depth look at subcontracting, how to conduct a formal source selection, and how to analyze the information necessary to determine contractor responsibility.

Learning Objectives

- Identify the importance of a good business relationship in achieving the customer's performance expectations
- Identify how strategic sourcing can improve the quality and cost related to the purchase of goods and services
- Identify the principles of Performance-Based Acquisition (PBA) that will apply to a complex services acquisition
- Identify the techniques that can be used to manage risk on an acquisition project
- Identify the impact of a contract financing decision on the acquisition process
- Determine the appropriate contractual arrangement to support customer needs
- Identify the implications on the acquisition process of a decision to include government furnished property.
- Determine the impact of small business socio-economic programs on contracting decisions and how small businesses can support an acquisition
- Determine the subcontracting requirements that apply to an acquisition
- Determine the appropriate source selection methodology
- Determine if a prospective contractor is responsible

Course ID: **CON 200**

Length: 3 Days



CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 24 CLPs.

CON 216: Legal Considerations in Contracting

Description

This five-day course focuses on legal considerations in the procurement process. Participants are introduced to the basic principles and sources of law relevant to procurement, including fiscal law. The course also addresses various other legal issues that may develop during the course of a contract, such as protests, assignment of claims, disputes, fraud, contractor debt, performance issues, and contract termination.

Learning Objectives

- Discuss the legal and ethical principles that apply to government contracts
- Identify essential fiscal laws that apply to contracts
- Identify legal considerations related to intellectual property
- Identify different processes by which challenges may be filed against a federal acquisition
- Define the legal obligations of both parties when a contract performance issue arises
- Discuss formal dispute resolution procedures under the Contract Disputes Statute
- Identify criminal, civil, and administrative remedies for contract fraud
- Select the processes and procedures for terminating a contract
- Choose the appropriate tool for recovering monies owed the government

Course ID: **CON 216**
Length: 5 Days



CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 40 CLPs.

CON 243: Architect-Engineering Services Contracting

Description

This five-day course, focusing on contracting for architect-engineers, covers issues across the contracting spectrum, including acquisition planning, source selection, proposal analysis, contract award and work, and contract management. Specific topics and practical exercises allow professionals to gain knowledge of the Selection of Architects and Engineers Statute, SF-330, the slate and selection process, the review of government estimates, liability, Title II services, modifications, and contracting officer's technical representative responsibilities.

Learning Objectives

- Determine when the Selection of Architects and Engineers Statute procedures apply
- Select an Architects & Engineers (A&E) firm and negotiate, award, manage, and administer a contract to satisfy the needs of the government in accordance with federal acquisition laws, regulations, and where applicable, best business practices
- Understand the policies and procedures that cover A&E contracts and what goes into planning for an A&E services acquisition
- Determine what are the correct contract administration procedures for A&E Services, from writing the Performance Work Statement (PWS), to solicitation and selection procedures, to quality management of the contract.

Course ID: **CON 243**

Length: 5 Days



CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 40 CLPs.

CON 244: Construction Contracting

Description

This five-day course focuses on unique construction contracting issues, such as acquisition planning, contract performance management, funding, environmental concerns, construction contract language, construction contracting in the commercial setting, the Construction Wage Rate Requirements Statute, design/build, basic schedule delay analysis, constructive changes, acceleration, and construction contract quality management.

Learning Objectives

- Explain the environment and rules for contracting for construction
- Administer clauses unique to construction contracting
- Selection criteria for a construction contractor and negotiate, award, manage, and administer a contract to satisfy the needs of the government in accordance with federal acquisition laws, regulations, and where applicable, best business practices
- Understand the policies and procedures that cover construction contracts and what goes into planning for a construction contract acquisition
- Determine what are the correct contract administration procedures for construction contracts, from writing the Performance Work Statement (PWS), to solicitation and selection procedures, to quality management of the contract

Course ID: **CON 244**
Length: 5 Days



CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 40 CLPs.

CON 260: Small Business Contracting

Description

This five-day course focuses on developing the skills and knowledge necessary for a small business specialist. Associated programs and initiatives that support the program and the government's efforts to improve small business participation in both prime contracting and subcontracting are reviewed, with attention to the small business specialist's role as a vital member of the acquisition team.

Learning Objectives

- Describe how to aid small businesses in finding government prime contracting and subcontracting opportunities
- Determine if a business is small
- Conduct market research to maximize small business participation at the prime and subcontracting levels
- Participate as an active member of the acquisition team in developing an appropriate acquisition strategy that maximizes small business participation
- Describe the Small Business Administration's role in the acquisition process
- Implement subcontracting requirements
- Identify other small business-related programs and initiatives

Course ID: **CON 260**

Length: 5 Days



CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 40 CLPs.

CON 270: Intermediate Cost & Price Analysis

Description

This ten-day course continues to build upon the fundamental contract pricing principles covered in the Level I Contracting Curriculum, Contract Pricing Reference Guide, and DOD Policy. The course is divided into three segments addressing contract pricing issues from a Pre-Award, Negotiation Preparation-Award, and Post-Award perspective. In the course students will be introduced to quantitative techniques and tools used to quantify and facilitate decision making in determining a fair and reasonable price. Students will apply various cost analysis techniques and quantitative tools to analyze a contractor's cost proposal and to develop a government negotiation range and objective. The course is designed to prepare students for follow on to DAWIA Level II certification courses, serve as a gateway into more advanced targeted contract pricing courses, and give the students some practical tools in pricing government contracts. The ultimate objective of the course is to help students become better business advisors in developing contract arrangements that are in the best interest of the government.

Classroom laptop computers will be required for each student.

Course ID: **CON 270**
Length: 10 Days



Learning Objectives

- Determine market research and proposed information from offeror(s), using sampling data,
- Understand how to use historical data and regression analysis in facilitating the decision-making process
- Successfully evaluate acquisition proposals, summarizing the development, assumptions, application, and risk of Cost Estimating Relationships (CERs)
- Determine how to use estimating factors, government price objective price termination settlements
- Recognize how to use the improvement curve analysis to select the appropriate statistical information
- Presented with a proposed contract change, identify issues and factors to be considered in developing the government's negotiation objective for a contract equitable adjustment
- Given a point estimate (contract cost, ceiling price), analyze the associated cost risk
- Detail how to identify the appropriate incentive contract type arrangement

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 80 CLPs.

CON 280: Source Selection & Acquisition of Service Contracts

Description

This ten-day course builds on the foundation established through the Level I curriculum and the course prerequisites. The primary focus of this course 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 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 the mandatory DoD Source Selection Procedures. Students prepare contractual documents, and develop and deliver high-level source selection briefings with recommendations for contract award.

Learning Objectives

- Identify the appropriate source selection team roles and responsibilities
- Using the results of market research, assess the industry's environment and determine availability of sources
- Decide the appropriate acquisition strategy that maximizes small business participation
- Determine a performance-based approach that meets the customer's mission requirement
- Utilizing the DAU Performance Requirements Roadmap generate performance-based metrics mirroring best commercial practices
- Assess the financial implications of various types of contract and incentive arrangements
- Based on evaluation reports and documents, determine what to include in debriefings and differentiate between protest processes
- Compose contract administration requirements, conduct contract administrative functions, and determine the need for contract modifications
- After contract performance is complete, determine contract close-out procedures

Course ID: **CON 280**
Length: 10 Days



CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 80 CLPs.

CON 290: Contract Administration & Negotiation Techniques in a Supply Environment

Description

This ten-day case-based applies 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 from HBS 428 (Harvard Business School course 428: Negotiating). 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 close-out. 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.

Course ID: **CON 290**

Length: 10 Days



Learning Objectives

- Determine whether to contract without providing for full & open competition
- Evaluate a J&A for FAR subpart 6.3 compliance
- Select an appropriate contracting method and type of financing
- Select an appropriate DFARS data rights license
- Identify basic negotiation techniques recommended for negotiating government contracts and prepare fact-finding for negotiation
- Determine whether to pay a contractor's performance-based payment request
- Develop a contract administration plan
- Conduct a post-award orientation
- Determine whether fraud has occurred
- Determine alternatives available for making out-of-scope changes
- Calculate the lost efficiency resulting from a contract change
- Evaluate government's termination options and settlement methods and procedures
- Calculate firm-price-incentive-firm final contract price and profit
- Determine whether a contract may be closed out

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 80 CLPs.

CON 360: Contracting for Decision Makers

Description

This ten-day course utilizes realistic scenario-based learning. Students work individually and in teams to practice developing sound business solutions as a valued strategic and expert business advisor. Students learn to analyze complex contracting situations with emphasis on critical thinking, problem solving, research, and risk reduction. Student course work is designed to contribute real solutions on real acquisition problems to senior leadership and local supervisors.

Learning Objectives

- Apply critical thinking skills to a contracting related problem in a graded written paper and verbal presentation with supporting media
- Apply problem solving methods to a contracting related problem in a graded written paper and verbal presentation with supporting media
- Understand how risk mitigation techniques are applied to contracting related problem
- Correctly evaluate a contracting dilemma that complies with rules of ethics in contracting
- Grasp how to contribute in a collaborative environment by providing timely written and verbal feedback to team members and the class
- Understand how to successfully identify various methods of motivating and alleviating employee stress for individuals who are dealing with constant change in the contracting work environment
- Apply an industry and senior government contracting leader perspective to an assigned contracting policy issue in a graded written paper and a verbal presentation with supporting media
- Manage information and knowledge for currency in acquisition and contracting in order to prepare and deliver presentations on current issues in contracting as measured by rubric handout

Course ID: **CON 360**
Length: 10 Days



CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 80 CLPs.

COR I (Basic)

Description

This one-day, introductory, course contains an overview of the acquisition process with a focus on the basic roles and responsibilities of a Contracting Officer's Representative (COR). The COR functions as the eyes and ears of the contracting officer, working to provide effective contract oversight. Students leave the class with an appreciation of their role and responsibilities, how to properly communicate with both contractors and contracting officials, and general COR requirements. This training meets the Federal Acquisition Certification Contracting Officers Representative Program (FAC-COR) requirements governed by the OMB memorandum dated September 6, 2011.

Course ID: **COR I**

Length: 1 Day



Learning Objectives

- Describe the COR's duties, responsibilities, and authority
- Understand in summary the various phases of a typical contracting process
- Identify issues affecting the COR through the acquisition process
- How to maintain appropriate documentation and communications
- Determine how to use of appropriate techniques to monitor contract performance
- Describe the process for processing contractor invoices for payment
- Understand ethics in government contracting

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 8 CLPs.

COR II (Intermediate)

Description

This five-day course is in conjunction with DAU/FAI Standards. The course includes comprehensive content that fully addresses many technical competencies, including: acquisition planning, market research and defining government requirements in commercial and non-commercial terms. It also covers effective pre-award communication, technical analysis of proposals, negotiation, effective contract management, and performance management. This training meets the Federal Acquisition Certification Contracting Officers Representative Program (FAC-COR) requirements governed by the OMB memorandum dated September 6, 2011.

Learning Objectives

- Recognize the duties, limitations and authority of the Contracting Officer's Representative (COR) in acquisition mission support planning
- List the requirements for preparing a statement of work or statement of objectives
- Evaluate proposed changes under the contract so that the best interests of the government are protected
- Identify COR responsibilities supporting the planning and submission of contract change documents needed to negotiate a modification
- Define the COR's role in the resolution of issues under the contract and in monitoring corrective actions
- Recognize the importance of the COR as a representative of the Contracting Officer during performance of the contract
- List the contents of a Quality Assurance Surveillance Plan (QASP)/Performance Assessment Plan (PAP)
- Identify assessment factors when documenting a contractor's performance and how a COR deals with non-compliance or poor performance
- Describe a COR's responsibilities in inspecting and accepting supplies and services
- Identify major requirements for timely invoice review and payments

Course ID: **COR**
Length: 5 Days



CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 40 CLPs.

COR III (Advanced)

Description

This five-day course addressing Advanced Contracting Officer's Representative (COR) training covers most aspects of the procurement process from acquisition strategy development to contract closeout. Organizations may request emphasis in certain areas such as performance-based requirements development, ethics, documentation of contractor performance, invoice processing, designing surveillance plans, and techniques for managing contracts. Case studies are often used to encourage adult participation. CORs, once certified, are required to earn 40 hours of Continuing Learning Points (CLPs) every two years. Most organizations provide their CORs with Advanced COR training opportunities to meet this requirement.

Learning Objectives

- Customize topics based on Agency's needs
- Emphasize the importance of COR input to contract requirements process
- Go over common techniques used to collect and analyze market information and identify potential sources
- Refresh COR's knowledge of basic Contracting Policy and Procedures
- Discuss good means and methods in proposal team evaluation
- How to properly monitor contractor performance and resulting documentation requirements
- Recognize when contract modifications will be required and how this should be communicated to the contracting officer
- Identify contract performance risk factors, how to work with the contractor to mitigate to include development of a Quality Assurance Surveillance Plan (QASP)
- Contract ethics requirements

Course ID: **COR-ADV**
Length: 5 Days

FEDERAL
ACQUISITION
INSTITUTE



CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 40 CLPs.

COR 222: Contracting Officer's Representative

Description

This five-day course is specifically designed for Contracting Officer's Representatives (CORs) who are responsible for assuring that contractors perform in accordance with the terms and conditions of the contract. COR 222 provides CORs the breadth of knowledge required to perform their role, including knowledge related to COR roles and responsibilities. This course also covers fundamentals of contracting regulations, types, phases, and other elements; awareness of ethical and legal factors that impact COR responsibilities; and information necessary to effectively evaluate situations, apply knowledge gained, and make correct decisions to carry out COR responsibilities.

Learning Objectives

- Recognize the duties, limitations and authority of the COR.
- Identify key laws and regulations that address fraud, waste and abuse and ethical considerations in federal contracting
- Recognize COR responsibilities in acquisition mission support planning and award process
- Given a contract action, identify the delegated technical functions for which the COR is responsible as outlined in the delegation letter.
- Recognize the COR's role in tracking contract expenditures
- Recognize the importance of the COR as a representative of the contracting officer during performance of the contract
- Describe a COR's responsibilities in inspecting and accepting goods and services
- Identify major requirements for timely invoice review and payments
- Identify control and disposition requirements for government furnished or leased assets
- Identify the unique characteristics of a construction contract
- Identify the unique characteristics of contracts in major systems and R&D acquisitions

Course ID: **COR 222**
Length: 5 Days



CONTINUOUS LEARNING POINTS (CLPs)
Students who successfully complete this course will receive 40 CLPs.

COR Refresher

Description

This single or multi-day, elective course is custom designed to help Contracting Officer's Representatives (CORs) remain current within the rapidly changing Contract requirements world. This contains an overview of the acquisition process with a focus on the roles and responsibilities of a COR. It is designed to help CORs maintain their required Continuous Learning Points.

Course ID: **CORRef1-EL**

Length: 1 Day

Course ID: **CORRef2-EL**

Length: 2 Days

Course ID: **CORRef3-EL**

Length: 3 Days

Course ID: **CORRef4-EL**

Length: 4 Days

Course ID: **CORRef5-EL** FEDERAL
ACQUISITION
INSTITUTE



Learning Objectives

- Review COR responsibilities in acquisition mission support planning.
- List the requirements for preparing a statement of work or statement of objectives.
- Identify COR responsibilities supporting the planning and submission of contract changes documents needed to negotiate a modification and determine if changes are within the scope of the contract
- Review the importance of the COR as a representative of the Contracting Officer during performance of the contract.
- Given a contract action, identify the delegated technical functions for which the COR is responsible.
- Describe the administrative duties of the COR as outlined in the delegation letter.
- Review technical submittals to ensure compliance with statement of work and contract objectives
- List the contents of a Quality Assurance Surveillance Plan (QASP)/Performance Assessment Plan (PAP).
- Define the role and authority of CORs regarding past performance.
- Describe a COR's responsibilities in inspecting and accepting supplies and services.
- Identify major requirements for timely invoice review and payments.
- Identify how a COR deals with non-compliance or poor performance.

CONTINUOUS LEARNING POINTS (CLPs)

Students who successfully complete this course will receive 8 CLPs per day of class.

FCN 190: FAR Fundamentals

Description

This 10-day course provides students foundational knowledge of the Federal Acquisition Regulations System (FARS). Specifically, the course provides immersion training into the Federal Acquisition Regulation (FAR). Students work individually and in groups to locate parts of the FAR, interpret the FAR's requirements, and practice applying the FAR to real-world scenarios found in the contract planning, contract formation, and contract administration phases.

Learning Objectives

- Identify the basic framework of the federal acquisition environment and locate, cite, and interpret information in the FAR.
- Identify the policies and procedures related to acquisition planning, preferred and required sources, competition requirements, types of contracts, special contracting methods, describing agency needs, publicizing contract actions, and socioeconomic programs.
- Identify policies and procedures for soliciting offers, evaluating bids and offers, conducting exchanges with offerors, awarding contracts, managing protests, and conducting simplified acquisitions.
- Identify the fundamental concepts of administration, the rights of parties when contract performance is unacceptable, applicable payment clauses, contract modifications, contract disputes, terminations, and closeout.

Course ID: **FCN 190**

Length: 10 Days



CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 80 CLPs.

Acquisition of Commercial Items

Description

This two-day, elective course is designed to provide students with an opportunity to learn and apply the concepts, principles, and contract terms of FAR Part 12, "Acquisition of Commercial Items," in awarding and administering a contract. This course emphasizes how to determine if a procurement falls under the definition of a commercial item and how acquisition personnel can take advantage of this streamlined approach from requirements determination to award.

Learning Objectives

- Determine whether a requirement falls within the definition of "commercial item" and whether or not the requirement is covered by FAR Part 12 "Acquisition of Commercial Items"
- Identify who determines whether an item is "commercial" by definition
- Summarize the impact of FAR Part 12 on the award and administration of covered contracts
- Identify the purpose of FAR Part 12 to solicit, evaluate and award a contract
- How to correctly administer commercial item contracts.

Course ID: **ACI-EL**

Length: 2 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 16 CLPs.

Acquisition Planning

Description

This five-day, elective course addresses technical, business (cost, schedule), management, and other aspects such as risk that need to be monitored to manage an effective acquisition. This course follows the guidance as detailed in FAR Part 7 with clarification provided by individual regulations such as DoD Instruction 5000.2, DFARS 207.1 and the Department of Treasury Acquisition Procedures – Subchapter B.

Learning Objectives

- Recall key definitions and contents of the Acquisition Planning Process
- Recognize requirements for major systems and acquisitions involving consolidation, bundling or substantial bundling
- Differentiate planning for the purchase of supplies in economic quantities
- Quantify government vs. contractor performance
- Evaluate advantages for lease vs purchase scenarios
- Determine and manage procedures that are inherently government

Course ID: **AP-EL**
Length: 5 Days

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 40 CLPs.

The Anti-Deficiency Act

Description

This one-day, elective course is designed to provide an overview of the Anti-Deficiency Act (ADA). Included are discussions on the federal appropriations and budget process, key features of the ADA, how to comply with ADA requirements, how to avoid ADA violations (including violations of time, amount, and purpose of appropriations), and how to investigate and/or report suspected ADA violations. Students are given opportunities to analyze real-world scenarios through hands on exercises to identify potential ADA violations and develop strategies for avoiding them within their own agencies. Selected GAO ADA reports from FY16 are reviewed and discussed to provide context for the kinds of violations that are reported, and the administrative and/or criminal sanctions imposed on responsible individuals.

Course ID: **ADA-EL**

Length: 1 Day

Learning Objectives

- Explain the key features of the ADA
- Describe the federal appropriations and budgeting process
- Understand how to avoid ADA violations
- Manage ADA violations and reporting requirements
- Apply provisions of the ADA to agency situations
- Understand investigation requirements for ADA violations
- Recognize exceptions to the ADA

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 8 CLPs.

Appropriations Law (2 Day)

Description

This two-day, elective course introduces students to the purposes and principles of federal fiscal law. It blends lecture, case studies, and student participation in a way that engages and challenges students, while maximizing the exchange of both practical and theoretical information. The primary reference is the Government Accountability Office (GAO) Principles of Federal Appropriations Law (Red Book). Cited cases are all searchable by case number or decision number as referenced. This course includes several practical exercises to reinforce Appropriations Law requirements and how to mitigate other Appropriations Law issues.

Learning Objectives

- Locate, interpret, and apply the appropriations law principles or regulations applicable to federal government
- Determine appropriate course of actions based on interpretations
- Apply appropriations law to real-world scenarios with respect to purpose, time and amount
- Understand the Anti-Deficiency Act (ADA) provisions, violation penalties and reporting requirements
- Determine the availability of appropriations for specific purposes. Included in this course will be the Three Step Analysis, Necessary Expense Rule, and Statutory Purpose Restrictions

Course ID: **APPLAW-2EL**

Length: 2 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 16 CLPs.

Appropriations Law (3 or 4 Day)

Description

This three-to-four-day, elective course introduces students to the purposes and principles of federal fiscal law. It blends lecture, case studies, and student participation in a way that engages and challenges students, while maximizing the exchange of both practical and theoretical information. The primary reference is the Government Accountability Office (GAO) Principles of Federal Appropriations Law (Red Book). Cited cases are all searchable by case number or decision number as referenced. This course also covers the nine criteria for recording obligations and discusses contingent liabilities and de-obligations. There is also a special section on liability and relief of accountable officers.

Course ID: **APPLAW-3EL**

Length: 3 Days

Course ID: **APPLAW-4EL**

Length: 4 Days

Learning Objectives

- Locate, interpret, and apply the appropriations law principles or regulations applicable to federal government
- Determine appropriate course of actions based on interpretations
- Apply appropriations law to real-world scenarios with respect to purpose, time and amount
- Understand the Anti-Deficiency Act (ADA) provisions, violation penalties and reporting requirements
- Understand and apply judgement regarding illegal or improper payments and the reporting of irregularities

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive up to 32 CLPs.

Appropriations Law Refresher

Description

This one-day, elective course provides the student with a refresher in skills ranging from the proper interpretation and application of federal appropriations law to the use of appropriated funds. Review of federal government Appropriations Law using the Government Accountability Office (GAO) Principles of Federal Appropriations Law (Red Book). Review of the relationship of agency budgets to appropriations, propriety, timing, and legality of certain types of expenditures. Students will review the basis to make legal decisions.

Course ID: **APPLAW-REF**

Length: 1 Days

Learning Objectives

- Authoritatively provide guidance to decision makers on the legality of proposed actions
- Assist in a review of proposed in-house regulations
- Support your agency in the legal use of annual, multi-year and no-year appropriations
- Apply Comptroller General decisions to organizational activities
- Assess propriety of administrative decisions

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 8 CLPs.

Changes Under Federal Government Contracts

Description

This three-day, elective course helps contracting officers manage inevitable changes through the course of a contract lifecycle. Therefore, it is important that contracting officers understand how changes effect contract scope, modifications, and constructive changes This course is designed for contracting professionals, including contract specialists and contracting officer representatives, who are involved in administering or overseeing contracts of any type.

Course ID: **CHANGES-EL**
Length: 3 Days

Learning Objectives

- Discuss types of changes to contracts
- Examine what causes changes to federal contracts
- How to effectively administer contract changes
- Participate in a dynamic exercise: What Kind of Change?

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 24 CLPs.

Contract Administration

Description

This five-day, elective course covers the critical duties performed by contracting personnel during the contract administration phase of the acquisition process, including contracts for commercial items and those using simplified acquisition procedures.

Learning Objectives

- Establish post-award functions/milestones
- Explore elements of subcontract administration
- Apply quality assurance and performance monitoring to administration process
- Identify post-award contract actions: modifications, options, orders etc.
- Explore contract payment processes and mitigate financial issues
- Assess performance delay and engage remedies
- Justify disputes, claims and terminations
- Understand and recognize contract terms and conditions relating to contract administration
- Determine whether a contract may be closed out and how to implement proper procedures

Course ID: **K-Admin-EL**

Length: 5 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 40 CLPs.

Contract Claims

Description

This three-day course provides both contracting and program personnel with knowledge and skills necessary to recognize the legal and practical implications of government contract claims actions.

Learning Objectives

- Understand what defines a contract claim
- Determine the role of contracting officers in preventing, addressing and resolving claims. Recognizing when a claim is developing, how to address potential claims early during acquisition package review process and proposal conferences
- Detail how the changes clause and equitable adjustments are applied
- Outline the methods of claims resolution: Informal, Civilian Board of Contract Appeals, Court of Federal Claims etc.
- Point out how contracting officers should apply the False Claims Act, provisions of this act and understanding of the Truthful Cost for Pricing Data Statute

Course ID: **K-CLAIM-EL**
Length: 3 Days

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 24 CLPs.

Contract Closeout

Description

This two-day course examines one of the most frequently overlooked functions of contract administration; Contract Closeout. With today's shrinking budgets, making sure that both the government and the contractor fulfilled all contract obligations is increasingly difficult. Closing contracts can be as critical and important as awarding the contract itself. This course reinforces the importance of this last step and provide an effective means and method for the contracting staff to close out contracts.

Learning Objectives

- Understand the importance of contract closeouts identifying the typical organizational functions and personnel roles in closeout
- Determine what makes up the major steps in contract closeout and what qualifies as determining that a contract is properly finalized and closed.
- Understand the special requirements for closing out cost type contracts.
- How to evaluate contractor Performance for the life of the contract
- Understand and administer records retention requirements
- Comprehend common closeout issues and how to resolve these

Course ID: **K-CLO-EL**
Length: 2 Days

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 16 CLPs.

Contract Terminations

Description

This two-day course covers the necessary steps and serious implications of terminating a government contract. Contract terminations are unfortunately a fact of life, contract requirements change, or the contracting officer is faced with a problematic contract. This course focuses on processes and legal considerations related to contract terminations. It begins with a review of the basic principles and sources of law relevant to the termination of government contracts and various legal issues that surround this particular area of contracting. Topics include reasons why contracts are terminated, who is responsible for terminations, and what type of termination is most advantageous to the government.

Learning Objectives

- Recognize the factors that must be considered when terminating a contract
- Determine the method of termination based on the decision to terminate
- Discuss the characteristics of three types of government contract termination: convenience, cause and default
- Identify and apply procedures applicable to non-commercial and commercial terminations
- Identify the procedures for a Termination for Convenience (T4C) or for Default (T4D)

Course ID: **K-TERM-EL**

Length: 2 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 16 CLPs.

Cost and Price Analysis

Description

This five-day course introduces students to quantitative techniques and tools used to facilitate decision making in determining a fair and reasonable price. Cost and Price Analysis is divided into three segments addressing contract pricing issues from a Pre-Award, Negotiation Preparation-Award, and Post-Award perspective. Students apply various cost analysis techniques and quantitative tools to analyze a contractor's cost proposal and to develop a government negotiation range and objective. The course is designed to give the students some practical tools in pricing government contracts. The ultimate objective of the course is to help students become better business advisors in developing contract arrangements that are in the best interest of the government.

Classroom laptop computers will be required for each student.

Learning Objectives

- Apply price-related factors
- Integrate Contract planning process and conduct market research for price analysis
- Recognize and apply Contract cost principles
- Discuss and apply Contract pricing strategies for optimal outcomes for the interests of the government
- Understand impacts of direct and indirect labor and material costs

Course ID: **COST-PA-EL**
Length: 5 Days

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 40 CLPs.

Cost Estimating

Description

This three-day, elective course introduces the student to various tools and techniques used to develop cost estimates. One of the first tasks involved in drafting contracts is to develop a documented and supported cost estimate. Included in the instruction are cost estimating concepts that help guide the program or contracting office through the cost estimating process.

Course ID: **COST-ES-EL**
Length: 3 Days

Learning Objectives

- Define what is cost estimating, terms and concepts used
- Understand how to create a complete Work Breakdown Structure (WBS) which will often form the backbone of a cost estimate
- Complete several exercises which will reinforce cost estimating principles and techniques introduced

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 24 CLPs.

Cost and Price Realism

Description

This two-day, elective course dives into what is cost and price realism, who performs it, and why it is important. Over three days, students will learn the steps for cost realism and how to apply them to their projects, as well as touch on negotiation techniques.

Learning Objectives

- Identify the fundamentals of cost analysis
- Distinguish between price analysis, cost analysis, and cost realism analysis
- Identify cost analysis terms and techniques used when developing a pre-negotiation position
- Identify factors to consider in determining when cost analysis should be used

Course ID: **COST-PR-EL**

Length: 2 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 16 CLPs.

Cost Reimbursement

Description

This two-day course addresses one significant difference between federal government and private contracting which is the wide spread use of the cost-reimbursement contracts by the government. This type of contract permits the parties to undertake projects that involve substantial uncertainties. It also accords parties greater flexibility during the performance of the work than would be possible under price contracts. Additional contract administration may be required as a result of these contracts in the areas of: auditing and negotiating the permission and allocation of costs, and vigilant oversight of contractor performance is required to ensure costs are judicious.

Course ID: **COST-RE-EL**

Length: 2 Days

Learning Objectives

- Understand the purpose and the nature of cost reimbursable contracts
- Provide background into the development of a supportable cost estimate
- Examine and apply special administrative requirements for cost reimbursable contracts.
- Evaluate cost and pricing for contract modifications
- Special cost considerations for pricing contract terminations

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 16 CLPs.

CPARS for the Acquisition Workforce

Description

This one-day elective course covers the Contractor Performance Assessment Reporting System (CPARS). CPARS evaluates a contractor's performance, both positive and negative, on a given contract during a specific period of time. Each assessment must be based on objective facts and supported by program and management data. This course discusses how to properly document past performance in CPARS.

Course ID: **CPARS-EL**

Length: 1 Day

Learning Objectives

- Planning for performance evaluation
- Evaluating quality, schedule, and cost
- Evaluating Management and Business Relations
- Writing a CPAR Narrative
- Best practices in performance evaluation and documentation

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 8 CLPs.

Developing an Independent Government Cost Estimate

Description

This three-day elective course covers the Independent Government Cost Estimate (IGCE). IGCE is the detailed estimate of the cost to the government of the supplies or services to be acquired. The estimate is independent in that it is the government's own, in-house estimate and is not based upon information obtained from contractors or vendors from which offers (proposals or bids) will be solicited. In effect, the IGCE is your forecast of the price that you believe a responsible, prospective contractor should propose for performing the specified work.

Learning Objectives

- Understand the necessary steps in developing a cost estimate
- Using the IGCE as a justification for acquisition planning budget requests
- Understand the elements necessary in an IGCE to support determinations of cost reasonableness and realism
- Use the appropriate estimating methods in developing an IGCE
- Use the IGCE to support elements of the Draft Statement of Work (SOW)
- Determine how IGCEs are used to support proposal evaluations, negotiations and award decisions

Course ID: **IGCE-EL**

Length: 3 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 24 CLPs.

Emergency Contracting

Description

This two-day elective course covers the importance of the federal government to continually find new ways to operate effectively in the face of emergencies. In particular, the acquisition of goods and services must be defined and administered to ensure oversight and mitigate fraud. We know that bringing the private sector into relief and reconstruction efforts is critical to ensuring quick, high-quality responses in emergency situations. Contractors play a vital role in providing supplies and services to our citizens during an emergency.

Course ID: **EMERG-EL**

Length: 2 Days

Learning Objectives

- Understand the value of pre-emergency preparation using scenario planning
- Understand and explain the costs and benefits of awarding contracts in an emergency
- Apply mitigation techniques to minimize pitfalls in contract administration for emergency acquisitions including non-performance and fraud

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 16 CLPs.

Ethics in Contracting

Description

This one-day, elective course examines federal ethics law, including procurement integrity and current ethical issues in federal contracting. Students explore the following topics in this course: conflict of interest, gifts, safeguarding information, restrictions on employment and working for a contractor after government service. Additional miscellaneous issues may be covered. This training, at a broad level, also explains what ethics are and why they are important. This course covers the difference between integrity and ethics, the history behind both, and why both are needed in the federal acquisition field.

Learning Objectives

- Define integrity and ethics and distinguish the difference
- Define Procurement Integrity
- Understand the importance of procurement
- Being able to comprehend all Rules
- Identify conflicts of interest
- Identify and remedy financial conflicts
- Discuss impartiality issues and why this is an important consideration
- Understanding the dos and don'ts of gifts
- Explore strategies for safeguarding information in best implementation practices for safeguarding policies
- Discuss importance of restrictions on employment
- Discuss miscellaneous issues; fundraising, letters of recommendation, outside employment, organizational conflict of interest, disclosure and nondisclosure, and sexual harassment
- Identify resources for further assistance

Course ID: **ETHICS-EL**
Length: 1 Day

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 8 CLPs.

FAR Overview

Description

This two-day, elective course introduces students to Federal Acquisition Regulation (FAR) and assists them to better understand its complexities. The course consists of orienting the students with the structure of the FAR as well as using situational discussions and exercises. The course is adapted from the DAU-certified CON 090 program.

Learning Objectives

- Research, read, interpret and apply the FAR by working through situational discussions and exercises
- Discuss and apply current changes to the FAR and learn how to maintain knowledge currency on changes to the FAR to remain compliant with all applicable laws
- Learn and apply what sections of the FAR are mandatory and which offer flexibility for situational application
- Locate and apply the most frequently used parts of the FAR

Course ID: **FAR OV-EL**

Length: 5 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 40 CLPs.

FAR Part 8: Advanced Issues in Multiple Award Contracts

Description

This two-day, focuses on how government agencies can best navigate GSA Multiple Award Schedules (MAS) and the ordering process for supplies and services, based on FAR subpart 8.4. The course provides information on how you as a contracting officer can use special features of the MAS Program to limit sources, establish "Schedule" Blanket Purchase Agreements (BPAs) and "Schedule" Contractor Team Arrangements (CTAs), that will expedite your agency's contracting time for commercial procurements.

Learning Objectives

- Locate and research FAR Part 8 as a tool for contract decision making.
- Understand the regulations governing FAR Part 8 and apply guidance in multiple award schedule
- Identify National Supply Systems like GSA, DLA, VA, ICPs and determine how and when to use appropriately
- Understand different contracting types and how to write a good performance-based SOW
- Understand ordering procedures for Multiple Award Schedules including justification, approvals and performance metrics
- Understand benefits or pitfalls of contractor teaming agreements (CTAs)
- Understanding GWACs and how and when to use them for products and services
- Apply best -in-class acquisition planning practice to ensure compliance and best outcomes for government procurement

Course ID: **FAR-TAI-EL**

Length: 2 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 16 CLPs

FAR Part 8: GWAC Source Selection

Description

This two-day, elective course addresses Part 8 of the FAR, entitled Required Sources of Supplies and Services. FAR 8.002 specifies a mandatory list of government sources and publications that all federal agencies must use to satisfy requirements for both supplies and services, unless otherwise provided by law. This course

Learning Objectives

- Define, Discuss and implement the competitive source selection process under Part 8 of the Federal Acquisition Regulations (FAR) primarily focused on Best Value Source Selection
- Explain Best Value in relation to FAR subpart 8.4, Federal Supply Schedules and FAR Part 15 Contracting by Negotiation

Course ID: **FAR-FSA-EL**

Length: 2 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 16 CLPs

FAR Refresher

Description

This two-day, elective course serves as a refresher so acquisition professionals can get up to date on the latest FAR additions and changes, as well as refamiliarize themselves with the parts of the FAR and how to utilize them in their daily job.

Learning Objectives

- Research the FAR for application of the FAR to current position and needs
- Locate the most frequently used parts of the FAR and recognize which sections are mandatory and which are flexible per situational needs
- Discuss and apply current changes to the FAR and learn how to maintain knowledge currency on changes to the FAR to remain compliant with all applicable laws

Course ID: **FAR REF-EL**
Length: 2 Days

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 16 CLPs.

Federal Budget Process

Description

This two-day, elective course explores the major phases and timing of the federal budget process; principal participants and their roles; current issues affecting congressional actions; and how the budget is reviewed and audited. Each offering includes agency-specific budget processes and information.

Learning Objectives

- Identify major legislation that impacts the federal budget process
- Track the budget timeline and the phases of the budget process
- Identify the roles of the major players in the budget process
- Outline how agencies use and track their allocated funds
- Explain how agency budgets are prepared and how they contribute to the President's Budget
- List the types of audits used after the budget has been executed
- Quantify the size and scope of the present budget
- Identify trends in federal spending during the last 50 years

Course ID: **BUDGET-EL**

Length: 2 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 16 CLPs.

Incentive Contracting

Description

This two-day, elective course introduces students to the concept of incentive contracts. Incentive contracts are used to motivate contractors by allowing them to earn more compensation by performing contract duties at a higher level, through controlling cost or shortening the contracted schedule. Incentives can be cost-based, delivery-based, performance-based or a combination thereof.

Course ID: **INCENT-EL**
Length: 2 Days

Learning Objectives

- Identify types of incentive contracts
- Explain the use of different contract types and when they are best used
- Analyze incentive objective and subjective arrangements
- Select an appropriate cost share
- Determine the government's objectives for an incentive arrangement given a contractor's proposal

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 16 CLPs.

Internal Controls

Description

This one-day, elective course helps managers understand their responsibilities for assessing internal controls and performing internal control activities. Participants learn the skills necessary to ensure agency compliance with requirements under relevant laws and regulations, including the Federal Managers' Financial Integrity Act and GAO standards of Internal Controls.

Learning Objectives

- Understand internal control
- Legal requirements for internal control
- Identify the most common Internal Controls
- Discuss and apply the five components of internal control
- Apply internal controls to performance of a mission
- Conduct a management control review
- Best internal controls practices and implementations

Course ID: **INT-CON-EL**

Length: 1 Day

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 8 CLPs.

Managing Multiple Priorities in the Acquisition Environment

Description

This two-day, elective course is designed to provide an overview of strategies that a busy acquisition professional can use to balance a series of high-demand tasks while handling multiple, urgent priorities. Acquisition is a busy career field. New requirements, modifications, meetings, contractor performance reviews, agency priorities, supervisor priorities, contract oversight. How do you choose where to focus your efforts?

Learning Objectives

- Understand strategies for very busy people
- Explore multiple priority setting methods
- Apply priority management techniques
- Identify priority setting criteria
- Organize a must do and to do list in class
- Create a personal productivity assessment
- Work for multiple bosses
- Problems you can expect and how to handle them
- Thwarting top time wasters
- Handle work overload and unrealistic timelines

Course ID: **MMP-ACQ-EL**

Length: 2 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 16 CLPs.

Market Research

Description

The three-day, elective course is intended to develop contracting professionals who are skilled at applying market research data in making sound business decisions. Knowledge is largely transmitted through comprehensive textbooks and short lecture/discussion sessions.

Learning Objectives

- Role of market research in advance procurement planning
- Value of market research
- Market surveillance (through early exchanges with industry)
- Methods and practices of market research
- Roles of the Technical Manager and Contract Specialist in market research
- Tools and techniques of market research
- Pricing considerations in market research
- Role of market research in commercial item determination
- Market leverage
- Role of market research in pricing commercial products
- Impact of market research on responsibility and reasonableness considerations
- Documentation of market research findings in the form of market research reports
- Requirements of FAR Part 10

Course ID: **MRKT RE-EL**
Length: 3 Days

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 24 CLPs.

Monitoring & Documenting Contractor Performance

Description

This two-day, elective course helps contract officers gain skills to ensure that their contracts are performed according to the terms and conditions set by the contractor and the government. No matter what type of contract is involved, good planning for management of the contract is essential. The contracting officer is responsible for administering the contract. However, assistance is occasionally required from special disciplines depending on the complexity and technical requirements of the contract. The Contracting Officer's Representative (COR) has an important role as a member of the contracting officer's team. The COR must monitor a contractor's progress and assure that the government receives the quality of service(s) or product(s) in accordance with contractual provisions.

Learning Objectives

- The responsibilities of federal acquisition personnel for monitoring and documenting the contractor's performance
- Standards of conduct that apply to monitoring and documenting the contractor's performance
- Steps in planning to monitor and document performance
- Terms and procedures for conducting performance assessments for performance-based contracts
- Implementation of contract terms that govern oversight of the contractor
- How to monitor and document the contractor's progress, costs, management of government furnished property, and fraudulent behavior
- How to inspect and accept contract deliverables
- What should be done when monitoring uncovers problems
- Documentation required at closeout related to the contractor's performance

Course ID: **DOC PER-EL**
Length: 3 Days

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 24 CLPs.

Negotiation Techniques

Description

This five-day, elective course teaches acquisition professionals how to use negotiation techniques to reach mutually beneficial agreements with vendors, internal departments, colleagues, and other stakeholders. This course focuses on finding creative, integrative solutions that satisfy each party's interests and needs, resulting in the best possible negotiated outcome. This interactive course includes dynamic hands-on negotiating exercises that allow participants to apply collaborative problem-solving techniques to realistic acquisition challenges.

Learning Objectives

- Given the textbook, describe general negotiation concepts
- Given proposals, technical evaluation reports, the RFP, and results of a cost or price analysis, prepare for and conduct fact-finding sessions
- Given an RFP, contractor proposals, the technical analysis, a completed cost/price analysis (including recommended price-related negotiation objectives), and other analyses of the proposals, develop a negotiation plan based on an assessment of the government's priorities and the strengths and weaknesses of all parties involved in the negotiations
- Given all the group cases, recognize and interpret nonverbal cues used by participants (including self)
- When representing the government in a contract negotiation, negotiate win/win outcomes for the government
- Select and apply tactics, recognize tactics used by the other party, and counter win/lose tactics used by the other party
- Given a solicitation, quotation/proposal, analysis report, pre-negotiation plan, and the pre-negotiation strategy, select and correctly apply tactics to accomplish the government's negotiation strategy

Course ID: **NEG TEC-EL**
Length: 5 Days

CONTINUOUS LEARNING POINTS (CLPs)
Students who successfully complete this course will receive 40 CLPs.

Performance-Based Acquisition

Description

This three-day, elective course discusses the outcomes of the Government Performance Results Act (GPRA) which generated increased agency use of Performance Based Acquisition (PBA) methods to ensure achievement of contractual objectives. This course includes the latest PBA guidance and samples issued by the Office of Federal Procurement Policy (OFPP). The PBA acquisition process is covered in detail to provide in depth explanation of the benefits (and challenges) of PBA contracting. Through lecture, quizzes, and exercises, students learn how PBA contracting relates to program and procurement activities. In addition, this course teaches how to determine if a requirement is a candidate for the PBA contracting method.

Course ID: **PBA-EL**

Length: 3 Days

Learning Objectives

- Describe the history, purpose and benefits of PBA contracting.
- Explain Performance Work Statements (PWSs).
- Develop performance indicators, standards and acceptable quality levels.
- Define the roles of various participants in the PBA process.
- Discuss positive and negative incentives used in performance-based contracting.
- Determine whether your specific agency requirements are appropriate for the PBA method.

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 24 CLPs.

Performance Work Statements

Description

This three-day, elective course teaches contracting and project personnel the purpose of a Performance Work Statement (PWS) in Performance-Based Acquisition (PBA) and how to organize, write, review, and improve it. There are two ways to provide a specification for a performance-based acquisition: (1) by using a PWS, or (2) by using a Statement of Objectives (SOO).

Learning Objectives

- Describe the history, purpose and benefits of PBA contracting
- Explain Performance Work Statements (PWSs) and how to write, review and improve them
- Write effective SOO documents
- Describe the importance of a clear, precise, well-written work statement
- Explain the basic requirements of a work statement
- Describe "job analysis"
- Define "Performance Measures"
- Define "acceptable quality level"
- Define "performance indicators"
- Define "performance standards"
- Write Quality Assurance Surveillance Plans (QASPs)
- Discuss positive and negative incentives used in performance-based contracting

Course ID: **PWS-EL**

Length: 3 Days

CONTINUOUS LEARNING POINTS (CLPs)

Students who successfully complete this course will receive 24 CLPs.

Sealed Bidding

Description

This five-day, elective course provides the basics on how contracting officers should set up, evaluate proposals and award contracts using sealed bidding procedures. Sealed bidding follows FAR part 14, and includes competitive bids, public opening of bids and resulting awards. This course goes over the preparation for bids, how to publicize, submission of bids and their proper evaluation

Learning Objectives

- Evaluate purchase requests to determine if a sealed bid process is viable
- Determine what documents are required for a sealed bid and typical associated proposal elements
- Develop proper process for requesting proposals using sealed bidding procedures, and how to handle pre-award inquiries
- Determine if preproposal conferences are required and how to properly amend RFPs
- Evaluate cost and pricing data, to include competitive range fact-finding
- Conduct negotiations and resolve mistakes
- Develop process for preparing awards and perform debriefs
- Implement best procedures for handling protests, detecting fraud and processing bids

Course ID: **SBID-EL**

Length: 5 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 40 CLPs.

Services Contract Law Statute

Description

This two-day, elective course will help the student understand the Service Contract Act's (SCA) labor requirements and how this knowledge is useful when drafting proposals and negotiating contracts. The SCA protects lower wage earners by setting a salary floor and requires defined fringe benefits. The student learns when the SCA applies and how they are enforced.

Learning Objectives

- Understand when the SCA applies, its coverage and exemptions to the provisions
- Determine SCA wage procedures and prevailing labor rates issues
- Recognize what are the SCA prevailing fringe benefits and how to measure health and safety benefits that make up these benefits
- Understand applicability of the act to Subcontractors and special problems of off-site contracts
- Know applicable overtime compensation provisions of the SCA law and how to account for overtime
- Distinguish the interrelationship of the SCA with other labor laws

Course ID: **SCAS-EL**
Length: 2 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 16 CLPs.

Simplified Acquisition (Basic)

Description

This two-day, entry-level, elective course provides participants with a working knowledge of purchase cards and other procedures for acquiring supplies and services under the micro-purchase threshold; of simplified acquisition procedures for acquiring non-commercial supplies and services up to \$250,000; and the procedures and policies of both FAR Parts 12 and 13 when acquiring commercial supplies and services up to \$5,000,000.

Course ID: **SA1-B-EL**

Length: 2 Days

Learning Objectives

- Make micro-purchases.
- Evaluate purchase requests.
- Conduct oral or written solicitations for commercial and non-commercial items.
- Issue purchase orders.
- Apply acquisition-related sections of the Small Business Act.
- Manage purchase and delivery orders.

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 16 CLPs.

Simplified Acquisition (Advanced)

Description

This five-day, special elective course is a must for industry and government professionals who have purchasing requirements over \$25,000 for equipment and services. The course focuses on the importance of market research in planning and preparing for the buy. It explores the dimensions of best value methodology as it applies to simplified acquisition and builds confidence in making successful purchasing decisions on every requisition.

Learning Objectives

- Determine when you have adequate competition.
- Describe strategies and techniques for improving accomplishment of socio-economic requirements.
- Implement effective planning techniques.
- Use evaluation factors and negotiation techniques to achieve best value.
- Discuss how the evaluation process is a key component in the best value decision.
- Recognize and deal with fraud.
- Identify relevant quality assurance issues.
- Describe the steps involved in payment and closeout.
- Use appropriate monitoring techniques

Course ID: **SA2-A-EL**

Length: 5 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 40 CLPs.

Simplified Acquisition Procedures

Description

This three-day, entry-level, elective course provides a good understanding of the Simplified Acquisition Procedures (SAP) involved in making awards under the Simplified Acquisition Threshold (SAT). Solid knowledge of these procedures is a must to take advantage of the streamlining aspects of the SAP as a supplement to Federal Acquisition Regulation (FAR) policy.

Learning Objectives

- Obtain a working knowledge of the process and procedures used when performing a Simplified Acquisition Procurement
- Identify the key players involved in a simplified acquisition, their roles and responsibilities
- Evaluate purchase requests for possible procurement using SAP
- Use SAP in acquiring supplies or services from established sources or the open market
- Understand the applicability of socio-economic factors in procurements performed using SAP
- Gain a general knowledge of the administration of purchase, task and delivery orders

Course ID: **SAP-EL**
Length: 3 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 24 CLPs.

Simplified Acquisition Refresher

Description

This two-day, refresher-level, elective course provides a good understanding Simplified Acquisition Procedures (SAP) involved in making awards under the Simplified Acquisition Threshold (SAT). Solid knowledge of these procedures is a must to take advantage of the streamlining aspects of the SAP FAR policy.

Most contracting officers start their careers performing simplified acquisitions. Since this is one of the most frequently used acquisition procedures there typically are changes to the FAR covering this acquisition method. Therefore, contracting officers should occasionally refresh their knowledge in this area.

Course ID: **SAR-EL**

Length: 2 Days

Learning Objectives

- Obtain a working knowledge of the process and procedures used when performing a SAP
- How to evaluate purchase requests for possible procurement using SAP
- Understand the applicability of socio-economic factors in procurements performed using SAP
- Gain a general knowledge of the administration of purchase, task and delivery orders

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 16 CLPs.

Source Evaluation & Selection (Basic)

Description

This three-day, elective course is designed to provide participants with information necessary to conduct formal source selection and streamlined source selections of contracts awarded by negotiation. Class participants will be assigned to projects that reinforce source selection procedures and sound business judgment in selecting the successful contractor.

Learning Objectives

- Implement formal source selection procedures involving the responsibilities of boards, councils, panels, or groups who perform the evaluation
- Evaluation procedures used in selection, including clarifications, disposition of deficient proposals, and discussions with the source selection organization and the offerors
- Understand Lowest Priced Technically Acceptable (LPTA) methodology
- Apply the rules related to using the best-value process in source selection
- Develop evaluation factors and scoring methods
- Negotiate procedures and request of Final Proposal Revisions (FPRs)
- Apply the procedures to follow in the source selection discussion process

Course ID: **SES-B-EL**

Length: 3 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 24 CLPs.

Source Evaluation & Selection (Advanced)

Description

This three-day, elective course builds on participants' learning on subjects of source selection planning, comprehension of standards and factors, best practices for preparation of offers and how to conduct communications with those who are making offers. Advanced Source Selection builds on the prior knowledge of Source Selection as well as the legal basis for the process of Source Selection. Additionally, participants will learn how to make Best Value Proposals and debriefings in the most effective way. Students use hands-on examples and discussions on the best way to complete a Source Selection.

Course ID: **SES-A-EL**

Length: 3 Days

Learning Objectives

- Understand the guiding principles of the acquisition system as set forth in the FAR.
- Understand the performance standards for the acquisition system as set forth in the FAR.
- Understand the role of the acquisition team.
- Identify the two major laws that primarily govern the procurement process.

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 24 CLPs.

Source Evaluation & Selection (Best Value)

Description

This three-day, elective course guides those in the acquisition workforce to understand the importance of learning the trade-off approach used in achieving a Best Value Acquisition (BVA). Often, this role goes unknown. During this course, students learn how to best select a trade-off and the steps in constructing, planning, conducting and fully executing a BVA. Participants of this class learn the outcomes of source selections. Students gain hands-on experiences and work through exercises to best ensure their understanding of Best Value Source Selections during this course.

Course ID: **SES-BV-EL**
Length: 3 Days

Learning Objectives

- Understand the guiding principles of the acquisition system as set forth in the FAR
- Understand the performance standards for the acquisition system as set forth in the FAR
- Understand the role of the acquisition team
- Identify the two major laws that primarily govern the procurement process.

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 24 CLPs.

Risk Management in Acquisitions

Description

This two-day course students are exposed to a broader way of thinking about risk and asking, "What can go wrong?" Using scenario playing and iterative processes to determine the root of a risk, students work to understand the types of risk and proper methods of mitigation. Should a risk be unavoidable, students learn methods to best manage and report risks and monitor the risk situation. This course uses interactive risk scenarios to illustrate real world situations and allows students to apply learned techniques.

Learning Objectives

- Determine risk mitigation techniques to use in a contracting related problem.
- Identify the reasons for the presence of risk
- Identify risk mitigation techniques as stated in the DoD RIO Guide (Jan 2017)
- Identify industry risk factors during the contracting process
- Using knowledge of industry risk and personal perspective, formulate viable solutions to a contracting dilemma
- Use knowledge of industry risk and personal perspective, evaluate viable solutions to a contracting dilemma in order to reach a defensible decision

Course ID: **RISK-EL**
Length: 2 Days

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 16 CLPs.

Writing Statements of Work

Description

This three-day, elective course uses lecture, discussion, practical exercises, and case studies to teach contracting and project personnel how to write, review, and improve statements of work for studies, analysis, evaluations, management, professional support, and IT requirements. Included is instruction on developing evaluation factors and developing weights for those factors.

Learning Objectives

- Describe the importance of a clear, precise, well-written Statement of Work (SOW)
- Distinguish between types of SOWs;
- Identify the four basic questions to be answered when developing a SOW;
- Describe basic requirements and language elements necessary to ensure a well-written SOW
- Understand the importance of and basic purpose of the Independent Government Cost Estimate (IGCE)
- Identify the cost elements of a typical IGCE
- Describe the process for identifying valid factors to be used for evaluation
- Discuss the four main groups of evaluation factors that must be in the Request for Proposal (RFP)
- Discuss the general rules of contract interpretation

Course ID: **WSOW-EL**

Length: 3 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 24 CLPs.

Task Order Contracting

Description

This two-day, elective course develops skills at establishing task and delivery order contracts and ordering against such contracts. The learning objectives are achieved through critiquing excerpts from sample solicitations for multiple award task order contracts; developing pre-negotiation positions on loaded labor rates for task order contracts; identifying requirements that may (and may not) be placed against sample task order contracts; critiquing statements of work, and other terms drafted for individual orders, based on government requirements and the terms of a sample task order contract; determining whether single source orders are proper under FAR 15.505(b)(2); determining whether an awardee may properly be considered for an order; developing or critiquing plans for multiphase evaluations/down selections based on government requirements and the terms of a sample task order contract; developing pre-negotiation positions on proposed prices of individual orders; and performing task order closeouts.

Course ID: **TOC-EL**
Length: 2 Days

Learning Objectives

Establishing Task Order Contracts:

- Determine whether to establish Task Order contracts;
- Draft Statements of Work for Task Order contracts;
- Establish the basis for pricing offers;
- Establish non-price factors for award;
- Select the Indefinite Delivery vehicle;
- Determine whether to make multiple awards;
- Solicit and Evaluate Offers.

Ordering Against Multiple Award Task Order Contracts;

- Determine Whether a Requirement May Be Ordered Under the Contract;
- Draft A Statement of Work and Other Terms for the order;
- Determine Whether to Consider All Awardees for The Order;
- Determine Which Awardees (If Any) To Contact Prior To Placing an Order;
- Conduct Exchanges with One Or More of The Awardees.

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 16 CLPs.

Types of Contracts

Description

This one-day, elective course provides students with a basic understanding of various types of contracts used in the federal government as well as the best application of each for the benefit of the government and for the contractor.

Learning Objectives

- Identify types of contracts – fixed price vs. cost reimbursable
- Examine and evaluate the use of fixed price contract types including: Firm Fixed Price (FFP), Fixed Price Econ. Price Adjustment (FPEPA), Fixed Price Award Fee (FPAF), FP Prospective Re-determinable (FPPRD) and Fixed Price Incentive (FPI)
- Examine and evaluate the use of cost reimbursable contract types including: Cost Plus Fixed Fee (CPFF), Cost Plus Incentive Fee (CPIF), Cost Plus Award Fee (CPAF), Cost or Cost Sharing (C/CS)
- Examine and evaluate the use of Time & Materials (T&M) contract types

Course ID: **TYPES-EL**
Length: 1 Day

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 8 CLPs.

Project/Program Management Courses

FPM 121: Acquisition Fundamentals of Project & Program Management

Description

This five-day course builds on and covers the basic concepts you learned in FPM120A and FPM 120B. You will now apply the concepts in team-based practical exercises. This course provides the basic knowledge and skills needed by an entry level project manager to successfully manage a small project or be an effective member of an integrated project team (IPT). Upon successful completion of this course, you will clearly understand how to fulfill entry level program/project management obligations.

This course satisfies the training requirements contained in the entry-level Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) leadership competency area.

Learning Objectives

- Integrate multiple roles and responsibilities as invested resources to make program/project decisions.
- Develop elements of key program/project management deliverables to plan a program or project throughout its life cycle.
- Define the process for developing program specification requirements and a performance work statement that defines the project, addressing roles and missions.
- Describe the source selection process, acquisition planning, market research, request for proposal (RFP), and evaluation of proposals and contract award.
- Justify program/project management decisions as part of problem-solving exercises.
- Connect principles of systems engineering to monitoring and controlling a program/project.
- Examine program/project performance in terms of cost, schedule, and scope.
- Interpret information in case studies, real-world scenarios, and project summaries to determine best solutions for the program/project.

Course ID: **FPM 121**
Length: 5 Days

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 40 CLPs.

FPM 131: Fundamentals of Project & Program Management

Description

This four-day course provides the foundation for effective requirements development, systems management, and introduction to the life cycle of federal government projects.

This course satisfies the requirements development and management processes, systems engineering, test and evaluation, and life cycle logistics performance outcomes necessary for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) at the entry level.

Learning Objectives

- Illustrate the federal acquisition process and the key planning documentation used by program managers
- Describe the roles and responsibilities of project managers across the project life cycle
- Define and develop the foundations of a project plan, Work Breakdown Structure (WBS), budget, schedule, and other resources
- Manage and control the project against the baseline
- Analyze the role of the program manager in developing and managing requirements
- Discusses key technical management processes and tools used in systems engineering
- Evaluate the importance of the test and evaluation process in acquisition decisions
- Discuss and apply Total Life Cycle Systems Management (TLCSM)
- Close out a project effectively

Course ID: **FPM 131**

Length: 4 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 32 CLPs.

FPM 132: Fundamentals of Contracting

Description

This three-day course provides the foundation for basic concepts required by the Contracting Competency. This course covers the fundamentals needed to effectively manage federal contracts and acquisitions. Program and Project Managers (P/PMs) are required to have a thorough understanding of federal contracting actions and the policies that apply to the acquisition process. This course introduces federal contracting and focuses on the different phases of the acquisition life cycle: acquisition planning, contract formation, and performance & administration. The course also introduces and explains the critical steps to have a successful contracting process.

This course satisfies the contracting performance outcomes necessary for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) at the entry level.

Course ID: **FPM 132**

Length: 3 Days

Learning Objectives

- Describe the purpose, goals, and roles & responsibilities of the federal acquisition system.
- Discuss the importance and key aspects of acquisition planning.
- Describe the elements of contract formation: solicitation, evaluation, and award.
- Explain the functions performed to terminate and close out a contract.

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 24 CLPs.

FPM 133: Fundamentals of Business, Cost, & Financial Management

Description

This three-day course provides the foundation for effective cost estimating, federal budgeting, and applying the Earned Value Management (EVM) principle on projects.

This course satisfies the business, cost, and financial management performance outcomes necessary for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) at the entry level.

Learning Objectives

- Outline the process for building a viable business case containing both qualitative and quantitative decision criteria.
- Describe key concepts relating to cost estimating.
- Describe the federal budgeting process.
- Allocate funds from each type of appropriation.
- Describe key concepts relating to EVM.
- Analyze various performance measures as a means of managing a program.
- Create an action plan.

Course ID: **FPM 133**

Length: 3 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 24 CLPs.

FPM 134: Fundamentals of Leading Projects & Programs

Description

This two-day course provides the foundation for leadership which is critical to the success of all high-performing program and project managers. Specific topics covered are problem-solving, conflict management, interpersonal skills, resilience, flexibility, accountability, customer service, and oral and written communication. Exercises are used to emphasize the importance of other essential leadership skills including: teamwork, collaboration, and communication; personality types and preferences; negotiation skills; and organizational and team structures for optimum performance.

This course satisfies the leadership performance outcomes necessary for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) at the entry level.

Learning Objectives

- Explain the role of leadership in project management;
- Hold project team members accountable for results;
- Recognize when different conflict management approaches are most effective;
- Use effective oral and written communication skills with stakeholders;
- Discuss leadership techniques to maximize customer satisfaction

Course ID: **FPM 134**
Length: 2 Days

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 16 CLPs.

FPM 231: Applications in Project and Program Management

Description

This four-day course will allow you to develop the comprehension and application skills you need to construct an overall acquisition strategy approach in a simulated integrated project team (IPT) environment. The course emphasizes crafting an integrated approach to systems management, including developing requirements, technology and risk management, test and evaluation, and integrated logistics support. You will apply what you learn in team-based practical exercises.

This course satisfies the requirements development and management processes, systems engineering, test and evaluation, and life cycle logistics performance outcomes necessary for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) at the mid-level.

Course ID: **FPM 231**

Length: 4 Days

Learning Objectives

- Participate as a team member or lead an IPT toward achievement of project goals.
- Manage federal projects within a strategic decision environment that integrates the competing drivers of agency requirements development, programming and budgeting, and governance of the project life cycle ("Big A").
- Craft system requirements that fill agency capability gaps and analyze solution alternatives.
- Apply technical management processes that result in a balanced systems design.
- Comprehend the linkage between requirements development, systems engineering, test and evaluation, and product support.

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 32 CLPs.

FPM 232: Applications in Contracting

Description

This three-day course will allow you the opportunity to practice acquisition planning in an integrated team setting through lecture, discussion, case studies, and practical exercises. You will discover how the project/program manager differentiates duties and responsibilities while working with the contracting officer and contracting officer's representative (COR) to assemble a comprehensive acquisition plan while accounting for contract risks; conducting market research; building effective contract incentives; navigating the challenges inherent with non-developmental and commercial item acquisitions; and crafting performance work statements (PWSs), statements of objectives (SOOs), and statements of work (SOWs).

This course satisfies the contracting performance outcomes necessary for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) at the mid-level.

Course ID: **FPM 232**

Length: 3 Days

Learning Objectives

- 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 accounts for contract risks.
- 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 (FAR).
- Conduct market research, including considerations for using non-developmental and commercial items, as well as 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 project PWS, SOO, or SOW.

CONTINUOUS LEARNING POINTS (CLPs)

Students who successfully complete this course will receive 24 CLPs.

FPM 233: Applications in Business, Cost & Financial Management

Description

This three-day course will allow you to develop application and analysis skills in estimating cost and using cost-related information to formulate and manage project financials and assemble a viable business case. You will work through the steps of project budget formulation, execution, and financial reporting in compliance with Office of Management and Budget (OMB) guidance and procedure. You will also apply earned value management (EVM) skills as a tool for tracking contractor performance, managing risk, and adjusting project strategy. You will apply your skills managing the operational business dynamics inherent within the scope of federal projects in team-based practical exercises.

This course satisfies the business, cost, and financial management performance outcomes necessary for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) at the mid-level.

Course ID: **FPM 233**

Length: 3 Days

Learning Objectives

- Construct and present for evaluation a viable business case based on sound cost-benefit analysis, containing both qualitative and quantitative decision criteria.
- Formulate and use cost estimating processes, methods, techniques, and analytical principles.
- Integrate the common forms of cost estimating and cost analysis into the formulation of financial programs and budgets, budget analysis, and execution.
- Analyze and allocate funds within the appropriations categories and correctly commit and obligate funds from each appropriation.
- Apply and track a program according to applicable agency policy for financial planning, budget development, budget execution, and OMB Circular A-11 application.
- Track project compliance with applicable federal and agency EVM policies and processes.
- Assist in the preparation for and participate in an Integrated Baseline Review (IBR) or similar review for performance measurement.
- Apply the basic concepts of EVM, including cost and schedule project status indicators, and illustrate how EVM relates to managing project risk.
- Employ techniques to adjust project strategies when EVM indicators indicate high risk or threaten breach of a project threshold.

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 24 CLPs.

FPM 234: Applications in Project Management

Description

This two-day course provides application skills in forming and leading integrated teaming arrangements. Effective communication strategies are used to build alliances, focus decision making, and resolve interpersonal and organizational conflict. You will develop critical thinking skills to process and synthesize information to arrive at new levels of insight regarding project risks, stakeholder engagement, and the political backdrop that affects projects and programs. You will gain mentoring skills to lead your team to arrive at acceptable team solutions with issues that pose risk to project performance, and you will learn to take responsibility and accountability for their performance.

This course satisfies the training requirements contained in the Mid-Level Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) leadership competency area.

Course ID: **FPM 234**
Length: 2 Days

Learning Objectives

- Lead and facilitate an integrated project team toward achievement of project goals.
- Apply an effective communications approach to build networks and foster professional alliances.
- Apply critical thinking techniques to improve overall individual and team performance.
- Construct effective and timely decisions, adjusting for time-sensitive situations or when relevant information is limited.
- Demonstrate the ability to develop new insights and question conventional approaches, while encouraging new ideas and innovations to design and implement new or cutting-edge plans and processes.
- Mentor others to accept recommendations, cooperate or change their behavior, work with them toward an agreement, and negotiate to find mutually acceptable solutions.
- Foster the talent of others to perform by providing ongoing, effective feedback.
- Resolve interpersonal conflicts, grievances, and confrontations to minimize negative personnel and organizational impact.
- Determine the impact that stakeholder relations have on programmatic success.
- Identify and effectively leverage the internal and external political environment that impacts the project.

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 16 CLPs.

FPM 331: Progressive Concepts in Program Management

Description

This four-day course transitions the technical knowledge and abilities required in project management to those needed to orchestrate more complex projects collectively as programs. Students engage and solve problematic issues by synthesizing requirements into viable acquisition strategies and evaluating those strategies as programs evolve. Technology management processes are explored and evaluated with the goal of implementing a balanced system design, as well as tracking asset developer technical progress and reporting. Test and evaluation approaches are evaluated as a primary means to manage technical risk. Viable approaches to product support and supply chain management are addressed as a roadmap to increased system readiness, affordability, and a reduced logistics footprint.

This course meets the senior-level certification training requirements for the Senior Level Federal Acquisition Certification for Program and Project Managers (FAC-P/PM).

Course ID: **FPM 331**

Length: 4 Days

Learning Objectives

- Design the charter and functions, select and assign membership, and lead integrated project teams and other program-oriented working groups.
- Manage the analyses of user requirements to optimize system performance relative to cost and schedule.
- Facilitate the development of the program acquisition approach, define program scope, and coordinate an Integrated Master Plan and Integrated Master Schedule.
- Manage the integration of business and technology management strategies—accounting for cost, schedule, and performance risks—that delivers best value and meets capability requirements.
- Synthesize the efforts and output of cross-functional teams in preparation for and execution of milestone and stakeholder reviews of the program.
- Collaborate with the office of the agency Chief Information Officer (CIO) to define information technology (IT) metrics and strategies to support fulfillment of agency strategic objectives.
- Manage development and application of effective system performance measures that provide early indication the selected design solution will meet user requirements.
- Formulate, implement, and evolve a rigorous Systems Engineering management program that tracks engineering and specification requirements back to user and agency mission requirements.
- Evaluate technical management processes and tools used in System Engineering, including configuration management, technical performance measures, and technical design reviews that ensure consistency of a product's attributes with its requirements.

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 32 CLPs.

FPM 332: Progressive Contracting Strategies for Programs

Description

This three-day course provides you with the knowledge and ability to integrate, evaluate, and lead the program strategy that merges the contract-related components of the program acquisition strategy into a viable approach for program procurement. In a simulated case-study setting, you will evaluate acquisition planning actions, adjust those plans according to policy and program risk, and then orchestrate source selection of a complex program. Exit criteria are developed and defended, as related to the program's contracting approach, that balance stakeholder expectations of successive phases in the program lifecycle. Special treatment is given to the acquisition of services that support agency technical and business management requirements, as well as facilitating a negotiated baseline of performance between the operational users, and corresponding commercial and organic support providers.

This course satisfies the contracting performance outcomes necessary for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) at the senior level.

Learning Objectives

- Manage the leadership and processes associated with the integration of program planning and acquisition planning.
- Adapt pre-award actions required by the Federal Acquisition Regulation (FAR) considering contract terms and conditions.
- Assess the coordination actions for the preparation of a comprehensive program specification and the statement of objectives (SOO), or statement of work (SOW), or performance based statement of work (PBS).
- Orchestrate the preparation, implementation, and justification of contracting approaches within the acquisition strategy, along with an ongoing risk management process.
- Evaluate compliance with the application of federal and agency acquisition policies to meet user/mission requirements when engaged in the acquisition of services.
- Collaborate with the program contracting officer and orchestrate the source selection process, commensurate with the complexity of the procurement.
- Facilitate the contractual relationship with domestic and international buyers outside the agency that sponsors the program acquisition.
- Construct and facilitate a negotiated baseline of performance between the operational users and corresponding commercial and/or organic support providers.
- Develop and defend the overall strategy for managing the coordination and development of the contracting strategy, including origination of exit criteria for each acquisition phase as applied to contracting.

Course ID: **FPM 332**
Length: 3 Days

CONTINUOUS LEARNING POINTS (CLPs)
Students who successfully complete this course will receive 24 CLPs.

FPM 333: Progressive Business, Cost, & Financial Management

Description

This three-day course advances the experienced project manager into the business enterprise tasks of leading complex projects and larger, collective programs. Using case studies and simulations, you will evaluate for merit and evoke risk management strategies resulting in program-level adjustments to financial plans and cost benefit analysis, in preparation for presenting and defending a business case before program stakeholders. Earned value management (EVM) metrics are evaluated, followed by program adjustment decisions based on EVM data. Emphasis is placed on managing cost and financial risks within the broader context of a Total Life Cycle Systems Management (TLCSM) approach to program management.

The course satisfies the business, cost and financial management performance outcomes necessary for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) at the senior level.

Course ID: **FPM 333**

Length: 3 Days

Learning Objectives

- Identify, apply, and integrate agency financial policies and directives relevant to the program.
- Forecast the need for and direct financial planning exercises, accounting for the risks associated with financial planning.
- Assess the coordination actions for the preparation of a comprehensive program specification and the statement of objectives (SOO), or statement of work (SOW), or performance-based statement of work (PBS).
- Manage the proper use of funds from each appropriation, as well as interpret appropriations law and the various appropriations categories.
- Manage the application of TLCSM or similar concept, which requires the program manager to base decisions on system-wide analyses and system performance and affordability and manage the program risk of those decisions.
- Oversee and facilitate program application of common cost estimation techniques and applications.
- Oversee and facilitate program application of common cost analysis techniques and applications.
- Evaluate programmatic decisions based on analysis of business cases containing both qualitative and quantitative decision criteria.
- Evaluate program application of EVM, the criticality of the integrated baseline review (IBR) or similar review process, and how to interpret the EVM indicators and resulting analysis.
- Assess for merit a cost-benefit analysis, illustrating the strengths and weaknesses of associated analytical methods, and interpret the analysis results for a stakeholder review.

CONTINUOUS LEARNING POINTS (CLPs)

Students who successfully complete this course will receive 24 CLPs.

FPM 334: Progressive Leadership in Program Management

Description

This two-day course expands your interpersonal and mentoring skills required in complex programs. Critical thinking is explored as a means for problem solving and decision making in potentially volatile, uncertain, complex, and ambiguous operating environments. You will gain awareness of how modeling responsible and accountable behaviors relates to effective and efficient use of program resources. Stakeholder relationship skills are gained through role-playing exercises. Students gain global awareness of the linkage between organizational vision and objectives through plan execution.

This course meets the senior-level certification training requirements for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM).

Learning Objectives

- Foster a work environment where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization
- Organize and participate in a mentoring program for new project and program managers
- Model well-developed oral and written communications skills and foster their development in subordinates.
- Mentor individuals and integrated project teams (IPTs) to apply critical thinking to increase overall individual and team performance
- Identify, assess, and resolve programmatic problems and use sound judgment to identify corrective courses of action.
- Demonstrate a high level of responsibility and accountability for effective use of program resources
- Manage effective and timely stakeholder relationships that generate buy-in to the business and technical management approach to the program.
- Evaluate and remain current on local, national, and international policies and trends that affect the organization and shape stakeholders' views
- Oversee the formulation of organizational objectives and priorities and implement plans consistent with the long-term interests of the organization in a global environment.
- Manage to a long-term organizational view that fosters a shared vision and acts as a catalyst for change

Course ID: **FPM 334**

Length: 2 Days

CONTINUOUS LEARNING POINTS (CLPs)

Students who successfully complete this course will receive 16 CLPs.

FPM 511: Managing IT Projects

Description

This four-day class prepares you to manage IT projects and programs using processes based on modular procurement. You will learn to craft a contract strategy that accommodates rapid changes in technology, multiple contractors, interoperability, and integration risk. This comprehensive course begins with strategy development then progresses through business reengineering, agile development, integration, and measurement of technical performance. Compliance with IT-related federal laws, regulations, and guidance will be highlighted throughout the course. Managing multiple stakeholders in cross-agency initiatives will be discussed as well.

This course meets the mid-level certification training requirements for the Federal Acquisition Certification for Program and Project Managers-Information Technology (FAC-P/PM-IT) core specialization.

Learning Objectives

- Collaborate with the office of the agency chief information officer (CIO) to define and implement information technology (IT) strategies and metrics to support fulfillment of agency strategic objectives.
- Develop a comprehensive acquisition strategy, business case, concept of operations, and cost-benefit analysis for a contemporary IT program.
- Demonstrate the principles and methods of IT capital investment analysis and business case analysis, including return on investment analysis.
- Develop change management strategies, including IT workforce change management.
- Comply with IT-specific federal laws, regulations, and guidance.
- Implement modular contracting methods and agile delivery based on the modular contracting toolkit.
- Apply quantitative methods of financial analysis to modular development efforts.
- Develop and manage a program budget based on the technology business management framework and taxonomy.
- Use IT market research and technology awareness to stay up-to-date with industry trends and alternative technologies.
- Integrate IT projects into programs and cross-agency initiatives, including dynamic schedules.
- Assess the quality and applicability of prototypes and commercial off-the-shelf COTS solutions.
- Manage, prioritize, and deliver customer-centric requirements, then report progress through TechStat.
- Manage risk, including assessment, of failures and consequences.
- Translate IT initiatives in business terms for stakeholders and set expectations.
- Plan and incorporate automated-quality checking, testing, and evaluation into agile delivery and DevOps.

Course ID: **FPM 511**
Length: 4 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 32 CLPs.

FPM 512: IT Management, Security, and Performance Assurance

Description

This four-day course prepares students to manage 21st century IT projects and programs to meet citizens' needs in the most cost-effective way possible, while maintaining privacy and security. Students learn about IT modernization programs and initiatives that are improving the citizen's customer experience. Given cybersecurity threats, students understand how risks can be mitigated to ensure mission success. Students learn to enable various cloud architectures and incorporate service-level agreements and analytics into an acquisition strategy.

This course meets the mid-level certification training requirements for the Federal Acquisition Certification for Program and Project Managers-Information Technology (FAC-P/PM-IT) core specialization.

Learning Objectives

- Ensure the agency enterprise architecture and Capital Planning and Investment Control (CPIC) process is integrated with strategic budget and planning
- Incorporate security into enterprise and segment architectures in accordance with the Federal Information and Security Management Act (FISMA) and the National Institute of Standards and Technology (NIST) Framework for Improving Critical Infrastructure Cybersecurity
- Use the Federal Risk and Authorization Management Program (FedRAMP) to accelerate the adoption of secure cloud solutions
- Use the Trusted Internet Connection (TIC) Initiative to reduce, consolidate, and secure telecommunication connections, as well as automatically enforce HTTPS in modern web browsers
- Identify the need for supply chain risk assessments and recognize the cost and benefits
- Apply the NIST Risk Management Framework and FBI technology standards to assess and reduce exposure to cyber risk
- Ensure inclusion of requirements for interoperability and standardization across shared services
- Protect the data layer, including record retention, storage, and data management
- Incorporate emerging technologies, such as blockchain and artificial intelligence into a program strategy

Course ID: **FPM 512**
Length: 4 Days

CONTINUOUS LEARNING POINTS (CLPs)
Students who successfully complete this course will receive 32 CLPs.

FPM 513: IT Infrastructure and Architectural Design

Description

This four-day course prepares students to plan, manage, and implement accessible, mobile-friendly websites and applications. Students learn to incorporate agile principles and best practices into the program business case and use tools to manage backlogs and forecast resource needs. Modern data and configuration management methods and tools are introduced. Students also learn to assess the readiness of legacy applications for cloud migration. Business intelligence tools and practices are discussed. Proactive methods of information assurance from planning through certification are covered.

This course meets the mid-level certification training requirements for the Federal Acquisition Certification for Program and Project Managers-Information Technology (FAC-P/PM-IT) core specialization.

Learning Objectives

- Meet modern citizen expectations for customer experience and contact center services.
- Identify and implement special considerations for acquiring IT products to support citizens with special needs.
- Operationalize the principles, procedures, and tools of data management and optimization.
- Use established standards and metrics to categorize IT systems by the level of security commensurate with risk.
- Assess, evaluate, and monitor IT programs for compliance with federal laws, regulations, and guidance.
- Employ modern configuration management processes and tools.
- Assess legacy application readiness for cloud migration.
- Incorporate service delivery metrics and analytics into plans for operations and sustainment.
- Employ business intelligence tools for performance monitoring and to track progress toward technical goals.
- Review and update a program resource strategy, including capacity plans and gap analysis.
- Identify and analyze the value of new technologies to meet emerging stakeholder needs.
- Assess the fitness of a project and environment for agile development.
- Apply agile best practices including conduct of Agile IT Investment and Sprint Framework Reviews, a working board, and use-case development.
- Deliver useable increments and engage end users throughout development and user acceptance testing.

Course ID: **FPM 513**

Length: 4 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 32 CLPs.

Introduction to the Acquisition of Agile Services

Description

This three-day course introduces students to basic acquisition principles of an agile project management environment, based on the current policies and practices of the federal government. Contract managers also benefit from an agile environment when evaluating contracts.

The class utilizes interactive case studies to embed the applied principles of federal acquisitions with the agile approach in practice. Students not only experience the challenges of applying an agile acquisition approach to the federal environment, but also learn the advantages and disadvantages to selecting different agile development methods.

Learning Objectives

- Become familiar with the key principles of the agile methodology
- Learn how to build and manage an effective agile acquisition team
- Create an acquisition plan using the agile methodology
- Use case studies to determine the best contracting approach for an agile acquisition project
- Design plans to evaluate, oversee, and manage projects that use the agile methodology

Course ID: **AGILE**
Length: 3 Days

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 24 CLPs.

Grants Courses

Introduction to Grants & Cooperative Agreements

Description

This three-day course provides grants and cooperative agreement personnel a foundation for learning about the government grant making and monitoring process. This course uses lecture, discussion, practical exercises and case studies to demonstrate best practices. Instructors provide a basic understanding of grants policy and procedures, describing the grant management process from concept definition through closeout.

Learning Objectives

- Understand the key stages of grant and cooperative agreement process and what general requirements are necessary for each phase
- Determine what policies and procedures govern the Federal Grant and Cooperative Agreement Program
- Understand the www.grants.gov grant application process, and OMB and HHS grant management and oversight process
- Learn the grantee application and government award decision process
- Develop basic negotiation skills utilizing grant in-class exercises
- Understand grantee performance monitoring procedures, including grantee audit requirements
- Learn the responsibilities of the government and grantee to effectively closeout grants and cooperative agreements

Course ID: **GRT-INT**

Length: 3 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 24 CLPs.

Human Resources & Retirement Courses

Retirement Planning

Description

This three-day course provides the framework for federal employees to learn about federal retirement benefits and how they apply to their specific situation. Many federal employees find it difficult to fully understand federal retirement benefits. Classes are very interactive, with the instructors available before and after class to discuss individual retirement questions.

Learning Objectives

- Planning for a smooth transition into the civilian workforce
- Overview of all federal retirement benefits
- Eligibility requirements for federal retirement
- Recognize special considerations for certain federal groups like law enforcement, foreign service officials and air traffic controllers
- Determine what the best Survivor Benefit Plan option is for your particular situation (retired military, spouse retirement impact, thrift savings and 401K)
- Understand Employee Health Benefit plan and eligibility in retirement
- Address Thrift Savings Plan withdrawal concerns
- Begin financial planning for retirement.

Course ID: **RETPLAN**

Length: 3 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 24 CLPs.

Leadership

Emotional Intelligence

Description

This three-day Emotional Intelligence (EI) elective course emphasizes the practical application of EI concepts. Emotional Intelligence competencies are at the heart of effective workplace relationships and productivity. EI is a proven leadership skill that can be learned. EI is an integrated set of skills that underpin highly effective, fast-reacting and innovative people and organizations.

Learning Objectives

- Understand and practice the EI skills that are the core of achieving personal awareness, connecting with others, managing stress, engaging in healthy conflict and collaboration, and exhibiting resilience and optimism
- Recognize key moments and situations that shape your professional behavioral responses and use learned EI tools to yield optimal outcomes
- Integrate the EI skill of empathy to promote strong team collaboration and communication
- Implement EI insight skills to improve your decision making and professional contributions in your organization and personal life

Course ID: **EI**
Length: 3 Days

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 24 CLPs.

Managing Multiple Priorities

Description

This two-day, elective course is designed to provide an overview of strategies that a busy professional can use to balance a series of high-demand tasks while handling multiple, urgent priorities. Today's career experience is inherently dynamic and ever-changing. New requirements, modifications, meetings, contractor performance reviews, agency priorities, supervisor priorities, contract oversight. How do you choose where to focus your efforts?

Learning Objectives

- Understand strategies for very busy people
- Explore multiple priority setting methods
- Apply priority management techniques
- Identify priority setting criteria
- Organize a must do and to do list in class
- Create a personal productivity assessment
- Work for multiple bosses
- Problems you can expect and how to handle them
- Thwarting top time wasters
- Handle work overload and unrealistic timelines

Course ID: **MMP**
Length: 2 Days

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 16 CLPs.

Leasing & Real Estate Courses

FCN 406: Lease Acquisition Training (LAT)

Description

This four-and-a-half-day course is designed to provide students with the basic, practitioner level training in the lease acquisition process used by GSA. The students will use GSA-approved case study exercises that address the entire lease acquisition process from requirements development through tenant improvement and acceptance, to lease contract file management.

Learning Objectives

- Understand the GSA regulatory process, especially the GSA Lease File Checklist and Lease Desk Guide
- Understand the lease process:
 - Requirements/Pre-Solicitation
 - Market Survey Process
 - Solicitation
 - Evaluation Lease Proposals
 - Pre-Award/Award
 - Lease Building Design
 - Construction Monitoring and Acceptance
- Understand Lease Models used by GSA

Course ID: **LAT**

Length: 5 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 40 CLPs.

FCN 408: Cost and Price Analysis of Lease Proposals

Description

This five-day course tackles one of the more difficult tasks Lease Contracting Officers undertake in analyzing lease proposals from a cost and price perspective. Students learn, using realistic scenarios, how to evaluate lease proposals, negotiate lease terms, properly contract and monitor lease buildouts, and use cost inputs in evaluating the technical portion of proposals.

Learning Objectives

- Understand the meaning and purpose of contract pricing and types applied in leases
- Review the requirements for performing a correct market analysis related to leases
- Determine what the important aspects of government lease requirements in analysis of a solicitation
- Evaluate price or cost in a lease offer
- Understand important technical factors included in a lease proposal
- Proper preparation and analysis in lease negotiations
- Defining and understanding of different lease models, tax implications, and succeeding leases

Course ID: **L-CAP**

Length: 5 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 40 CLPs.

FCN 409: Techniques of Negotiating Federal Real Property Leases

Description

This five-day course provides students with the basics in lease contract negotiation techniques. Including specific course information about lease negotiations to include competition range determinations, development of a negotiation plan, how to properly conduct discussions with lessors and what techniques can be used in a noncompetitive lease situation. This course also includes casework on the importance of market research and analysis, types of leases and how they are negotiated, content and structure of the RLP package and negotiation basics.

Learning Objectives

- Discuss how LCOs can properly prepare for Negotiations. Determine what LCO should and shouldn't exchanges prior to negotiations, tailoring negotiations, tradeoff methods, profit as an element, fair annual rent factors, and researching for fact finding
- Determine how to successfully negotiate a non-competitive lease that is fair to both the government and the lessor. Included in this objective are understanding of rent cost elements, responsibilities of the principle negotiator, and face to face negotiation techniques
- Apply proper procedures for documenting negotiation results in a Price Negotiation Memorandum
- Apply competitive discussions as a form of negotiations in lease acquisitions
- Understanding how to communicate assessment results, including tradeoff assessments, utilization of past performance, relationship between price and technical evaluations and how to obtain interim proposal revisions
- Use negotiations in other lease types like the simplified lease model and succeeding and superseding leases
- Proper negotiation techniques in lease post award efforts

Course ID: **L-NEGT**

Length: 5 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 40 CLPs.

FCN 411: Federal Real Property Lease Law

Description

This five-day course will explain the genesis of lease law and discuss the legal implications of the solicitation process. This course will also detail the dispute resolution process, legal principles involved in contract interpretation and recognize legal implications of leasing clauses. Included in this course is an understanding of the why lease law exists and how it is properly applied, use of lease law in the solicitation process, legal implications of common GSA lease clauses, and the concept of damages and remedies.

Learning Objectives

- Understand the foundations of Lease Acquisition Law, what are common law leases, elements of a valid lease and current lease law principles
- Apply lease law during solicitations
- Understand the impact of Lease Reform on Lease Law
- Determine the impact of the Lease Law on Lease Acquisition models
- Understand how to properly prevent protests and if filed, how to defend against.
- Comprehend the ethics and integrity requirements of Lease Contracting Officers
- Determine what fiscal law statutes apply to lease acquisitions
- Ascertain legal aspects of lease administration to include monitoring contractor performance, management of change orders and unauthorized commitments, novation agreements, estoppels and Lease Interpretations

Course ID: **L-PROP LAW**
Length: 5 Days

CONTINUOUS LEARNING POINTS (CLPS)
Students who successfully complete this course will receive 40 CLPs.

FCN 412: Lease Administration

Description

This five-day course provides a general overview of how to properly prepare for, document, and administer GSA Leases from an oversight and performance perspective. The student will understand the lease administration steps needed using the GSA Circulars, Leasing Desk Guide and Lease File Checklist. Numerous audits have found that lease files are not properly maintained, and realty transactions not properly supported. Therefore, lease contracting officers need to understand the entire lease and realty acquisition process from pre-award to contract completion and closeout.

Learning Objectives

- Understand the purpose behind maintaining well documented lease contracting files. Included will be a general discussion of the elements of a well-documented lease file and the necessary steps to properly document lease acquisitions
- Comprehend how to properly prepare for lease administration. Identifying the lease type, knowledge of lease clauses to be used, buildout requirements, and different steps in the pre-award and post-award administration
- Learn how to properly apply a lease checklist. For example, reviewing leases for safety requirements, buildout specifications, service responsibilities etc.
- Determine what are the proper requirements needed for lease post award administration and how LCOs should work with all parties involved to ensure that lessees receive the intend services
- Understand how to correctly document contract files, preparing price negotiation memorandums, referencing contract documents back to GSA requirements, filing contract documents in accordance with contract file table of contents, tracking contract performance to a project schedule, keeping all stakeholders informed of the contract performance, finalizing lease documents and finally terminating a lease contract and moveout

Course ID: **L-ADMIN**

Length: 5 Days

CONTINUOUS LEARNING POINTS (CLPS)

Students who successfully complete this course will receive 40 CLPs.

Real Estate Finance and Marketing Fundamentals

Description

This five-day course is intended to provide government leasing professionals with the ability to analyze the financial viability of real estate investment opportunities. The skills learned here will help students to understand the best investment opportunities for the benefit of the government. The course provides a complete tool-kit to perform a comprehensive financial feasibility analysis. This broad view of the financial elements of real estate combined with the fundamentals of real estate marketing will serve as a powerful combination for government professionals who are responsible for substantial real estate contracts.

Learning Objectives

- Grasp basic accounting concepts and understand how good accounting practices provide for accurate lease payment assessments and contract oversight
- Understand the importance of real estate financing and purchase decisions
- Comprehend the principles of Time Value of Money. Know how NPV and FPV affect the actual cost of a lease
- Determine how the internal rate of return (IRR) is used in capital budgeting to estimate the profitability of a potential real estate investment. Utilize this calculation to help assess how much lessors should receive in annual lease payments
- Know how to compute the estimated cost of real estate using replace costs, appraised costs and perceived investment value
- Comprehend basic real estate Market Fundamental and what drives real estate purchase prices and lease costs
- Understand where reliable real estate market information can be obtained
- Determine how to conduct proper market research for a GSA lease, including utilizing market base, potential discounts, and premiums to establish proper negotiation objectives

Course ID: **L-FIN MAR**

Length: 5 Days

CONTINUOUS LEARNING POINTS (CLPs)

Students who successfully complete this course will receive 40 CLPs.