



## **CON 280: Source Selection and the Administration of Service Contracts**

Source Selection and the Administration of Service Contracts are designed for contracting professionals who work or are expecting to work, in positions requiring contracting officer warrants and DAWIA Level II certification in contracting. Through a realistic scenario-based case study that continues throughout the course, students are provided the opportunity to work in teams to experience first-hand the seven steps of the services acquisition process and learn the fundamentals of a performance-based services acquisition. The course takes students from strategy development to requirements definition to solicitation development to source selection to performance management of services acquisitions. Students will prepare and review acquisition documents, develop and deliver source selection briefings, and negotiate contractual issues.

### **Learning Objectives**

- Identify the appropriate source selection team roles and responsibilities
- Determine appropriate methods of communication employed by the acquisition team
- Using the results of market research, assess the industry's environment and determine the 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
- Construct an acquisition plan and source selection plan
- 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
- Evaluate incentive arrangements for adherence to regulation, policy, and guidance
- Construct a source selection plan that meets all laws, regulations, policies, and guidelines
- Appropriately apply necessary funding provisions
- Examine a solicitation for compliance with laws, regulations, policies, acquisition and source selection plans
- Construct the competitive range
- Evaluate contractor proposals to determine contract award
- After establishing a competitive range, plan for negotiations/discussions
-



- Using standards for contractor responsibility in FAR discuss the contractor responsibility process prior to contract award
- Examine a source selection to determine the best value proposal that meets mission requirements
- Based on the SSEB & SSAC evaluation reports and the SSDD, determine what to include in debriefings and differentiate between protest processes
- Determine the forum to address customer and contractor's responsibilities for the successful performance of the contract
- 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
- Appropriately examine the provisions of the allowable cost and payments provision
- Appropriately evaluate the provisions of the incentive fee provisions
- Given a complex contracting issue, deliver on an individual basis, a written and oral presentation

#### **Course Details**

- **Course Length** –10 Days
- **Continuous Learning Points** (CLPs) – 80
- **Graded Materials Include:** Pre-Class Assignments, Attendance, Course Exercises/projects, and Course Exams/Quizzes



FEDERAL  
ACQUISITION  
INSTITUTE

