



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

In this case-based course, students apply Contracting concepts and techniques learned in prerequisite courses to meet customer supply requirements and resolve complex Contracting issues. Special emphasis is placed on applying legal concepts from CON 216, intermediate pricing concepts from CON 270, and negotiation techniques from HBS 428. 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.

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 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 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



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