

Treasury Acquisition Institute



Fiscal Year 2016 Training Schedule



Dear Federal Acquisition Professional:

TAI is pleased to provide this fiscal year 2016 training schedule. It is designed to meet the needs of the changing federal acquisition community by addressing the competencies needed for success, and ultimately, to develop world-class acquisition professionals.

We look forward to seeing you at TAI this year and continuing to provide the training you need to achieve your professional success.

Sincerely,

Kelvin R. Wood
Director



TAI Staff Directory

Kelvin R. Wood

Director and Chief Learning Officer

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PROGRAM OVERVIEW, POLICIES & GENERAL INFORMATION

Treasury Acquisition Institute's History

The Department of the Treasury and the Internal Revenue Service in partnership with the other Treasury Bureaus on September 14, 1993, established the Treasury Acquisition Institute (TAI).

TAI was created to coordinate and lead Departmental and Bureau efforts to obtain the best training possible for their acquisition professionals. Since commencement, many other Federal agencies and organizations have participated in the TAI training program.

Taking Classes at TAI

TAI serves many government agencies and bureaus such as the Environmental Protection Agency, Government Accountability Office, the Bureau of Engraving and Printing, and the Department of Health and Human services to name a few.

If your agency/bureau is interested in attending TAI courses, please contact Rhonda Stewart via email at Rhonda.L.Stewart@irs.gov for information about establishing an Interagency Agreement with TAI.

TAI Location and Hours

The Treasury Acquisition Institute, located at 77 K Street, N.E., Suite 2100, Washington D.C.

Classes begin at 8:30 am and end at 4:30 pm unless otherwise noted on the registration confirmation.

IRS Procurement Employees

TAI is your preferred training provider. You must apply for classes held at TAI before considering other training providers.

How to Register for TAI Classes

To register for classes, you must create a profile and submit a request through the Federal Acquisition Institute's Training Application System (FAITAS).

<https://faitas.army.mil/Faitas/External/Login?message=None>

Students, who will be registering for virtual attendance, should ensure they register for the class at least two weeks before the class start date. This will allow for the necessary steps to ensure the technical aspects of virtual training are accomplished.

NOTE: Only IRS employees outside of the Washington, D.C. local commuting area are eligible for virtual training.

Need Help with FAITAS?

A **FAITAS Employee Quick Start Guide** is located under the Help Menu from the FAITAS login page. Additional guides are located under the Help Menu once logged into FAITAS.

Instructions for creating a profile, submitting a training request for TAI, FAI or DAU sponsored training and printing training certificates in the Federal Acquisitions Institute Training Application System (FAITAS) are located on the TAI website:

TAI Intranet: <http://awss.web.irs.gov/Procurement/tai/index.shtml>

TAI Internet: <http://www.irs.gov/uac/Treasury-Acquisition-Institute>

Frequently Asked Questions for FAITAS are located at:

https://gsafai.service-now.com/kb_home.do

What Happens After You Submit Your Request?

1. Your supervisor will be sent an email notifying them you have submitted a request for training in FAITAS.
2. Your supervisor must log into FAITAS to review your training request. If approved, it will be forwarded to the training manager for action. If disapproved, it will be returned to you.
3. The training manager will review and if approved, your request will be forwarded to the TAI registrar for action. If disapproved, your request will be returned to you.
4. The TAI registrar will review your request and if approved, you will receive an email from training@fai.gov stating **"Training Request Approved by Federal Acquisition Institute"** and your registration status will show as **"Reserved"** in FAITAS. This will be the final email that you'll receive. **You should print out this email and bring with you to class.** If disapproved, you will receive an email that your training request has been disapproved.

If you do not receive an email that confirms your registration and/or you need any assistance regarding FAITAS, you **must** contact the FAI Help Desk at (703) 752-9604 or submit a help desk ticket in FAITAS.

TAI Registrar Information

For inquiries about TAI classes, please email awss.tai.registrar@irs.gov.

Attendance Policy

You are required to attend all scheduled days of your course. If you have to be absent from any portion of the course, you must notify the instructor and a TAI staff member. Significant absences from the classroom will be reported to TAI staff which may result in you not receiving credit for the course. Cumulative absences of instructional time may be grounds for failing the class.

Wait List Policy

Because of the limited quantity of training, we expect courses to fill quickly. If your class is full, you will be placed on the wait list. To determine your wait list position, please log into your FAITAS account.

If you decide to come to TAI on the day the class is offered to see if a seat is available, please bring the email indicating your status as "WAIT."

On the day of class, we use a person's position on the wait list to fill any remaining seats in the class. At 9:00 am, 30 minutes since the beginning of class, students will be permitted to fill any available seats in the order they appear on the FAITAS class roster. Students with the status of "WAIT" will remain in the TAI lobby until a TAI staff member changes their status to "RESERVATION" and directs them to the classroom. Wait listed individuals will know by 9:00 am whether they will get a seat in the class.

NOTE: If you are traveling outside of the local Washington, D.C. commuting area to attend a TAI classroom offering, you should not make travel arrangements until you have received the final email stating "**Training Request Approved by Federal Acquisition Institute**" and your registration status indicates "**Reserved**" in FAITAS. For wait listed students, travel distance will not be an influencing factor with regard to whether you receive a seat.

No Show Policy and Class Cancellation

A “No Show” will result when you fail to report to class on the first day (by 9:00 am) and we did not receive and process a cancellation for you in FAITAS prior to the class start date. In the event of a “No-Show,” you will be prohibited from registering for **any** TAI course for a period of 3 months.

All cancellation requests **must** be processed through FAITAS. If you are unable to attend a class for which you are registered, you must cancel your registration in FAITAS no less than **two weeks** before the class start date (**four weeks** for classes with pre-course work). Canceling your registration later than these timeframes, may result in a penalty impacting your ability to register for future courses. Please allow up to 2 days for cancellations to be processed in FAITAS.

Dress Policy

The dress policy at TAI is casual business attire. Shorts, caps, tank tops, athletic sweat suits and flip-flops are inappropriate. For your comfort, we highly recommend you bring a jacket or sweater.

Reasonable Accommodations

For IRS employees, it is the responsibility of the employee’s manager to arrange for reasonable accommodations (i.e., interpreter for hearing impaired, service animals, visual impairment support personnel) and to notify the TAI Registrars (Rewa Houston at Rewa.T.Houston@irs.gov and Donald Guy at Donald.I.Guy@irs.gov) **no less than one week in advance of the class start date**. Non-IRS students must procure or otherwise make arrangements within their agency for the necessary reasonable accommodation support, and notify the TAI Registrars within one week of the class start date so that space will be available for their accompanying personnel.

Weather Related Issues

TAI’s operating status is the same as the operating status for Federal Employees in the Washington, DC Area. The [current operating status](#) in the Washington, DC Area is available on OPM website. If the Federal Government is closed, TAI will be closed. If the Federal Government is open with delayed arrival, classes will start on a delayed scheduled.

OPM announces offices are closed: Classes are canceled for that day

OPM announces a 1 hour delayed arrival policy: Classes will start at 9:30 a.m.

OPM announces a 2 hour delayed arrival policy: Classes will start at 10:30 a.m.

OPM announces a 3 hour delayed arrival policy: Classes will start at 11:30 a.m.

OPM announces the government is opening on time but unscheduled telework is authorized: Classes will start at 8:30 a.m.

When weather-related absences affect significant segments of the course, the TAI staff will announce whether all or part of the course will be rescheduled. If a student does not complete the prescribed make-up, no credit will be issued for any part of the course.

<https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/current-status/>

Hotel Accommodations, Transportation Options and Travel Reimbursement

You are responsible for making your own travel arrangements; however, you must **not** make travel arrangements until you receive an email confirming your registration reservation.

Hotel Accommodations:

We are located at 77 K Street, Suite 2100, N.E., Washington, D.C. 20002. Please use this address to identify hotels near our location.

Transportation:

Metro Rail Service: The nearest Metro rail station is Union Station, which is 1/3 mile and a 7 minute walk from 77 K Street. You will want to exit at the 1st Street exit and follow 1st Street to K Street. Make a left onto K Street and enter the building at the K Street entrance.

Metro Bus Service: Information on the metro rail and metro bus systems are available at <http://www.wmata.com>.

Train Service: Rail service is available to Union Station. Route and fare information can be found at <http://www.vre.org/> for VRE and <http://mta.maryland.gov/marc-train> for MARC.

Taxi Cab Service: The following taxicab service serves the Washington Metropolitan Area: Yellow Cab Company of D.C., Inc. Phone (202) 544-1212

Travel Reimbursement: Local travel for IRS students attending TAI courses at 77 K Street, NE, Washington, DC will be reimbursed based on the following criteria:

Parking: Local travelers will be reimbursed for parking expenses incurred at lots located at a Metro station or rail facility (MARC or VRE). An IRS employee who's assigned POD is NCFB, will not be reimbursed for parking at the New Carrollton metro parking lot.

Metro, Rail or Bus Service: Students will be reimbursed for the cost of Metro, rail or local bus service expenses incurred for the purpose of attending a course at TAI.

IRS students may apply for local travel reimbursement by using the IRS Concur travel system. (Concur travel system: <http://irweb.irs.gov/>) Concur training can be obtained by taking ELMS courses 56844 and 57008.

For assistance with Concur, contact the Travel Services Help Desk at 1-866-743-5748, option 1, option 2, and then select option 1.

Security

Students will be required to furnish an identification card issued to U. S. Federal Government civilian employees to access buildings where classes are held. If the student fails to furnish such identification, they may be refused access.

Smoking Policy

Smoking is prohibited within the facilities and building.

FY 2016 COURSE OFFERINGS

1102 Series Mandatory Contracting (FAC-C)

CON 360: Contracting for Decision Makers

Contracting Officer's Representatives (FAC-COR)

Advanced COR 

COR Refresher 

COR Level II Training - Contracting for CORs

Acquisition Continuous Learning for 1102s and/or CORs

A Practical Guide to the FAR

Acquisition of Commercial Items

Advanced Issues in Multiple Award Schedules 

Agile Acquisition 

Annual FAR Update

Annual Review-Hot Issues in Federal Contracting

Applying Technology to Acquisition Analysis 

Changes under Government Contracts

Contract Closeout

Contract Disputes and Terminations

Contract Negotiations: The Art and Science of the Deal

Contracting with Small Business Concerns

Contractor Performance Assessment Reporting System (CPARS) in the Acquisition Workforce 

Cost and Price Realism

Critical Thinking and Problem Solving Techniques for Contracting Professionals

Developing the Independent Government Cost Estimate

Federal Appropriations Law

High Performing Teamwork for the Acquisition Workforce 

How to Avoid Bid Protests

Information Technology Acquisition

Intellectual Property

Managing Multiple Priorities in the Acquisition Environment 

Managing Performance-Based Service Awards

Monitoring and Documenting Contractor Performance in the Acquisition Workforce 

Project Management Essentials for Non-Project Managers

Service Contract Labor Standards Statute Overview

Strategic Sourcing: Key Elements

Task and Delivery Order Contracting

The Anti-deficiency Act

The Fundamentals of Best-Value/Tradeoff Source Selection
The Trifecta: Price Analysis, Cost Analysis and Contract Negotiation
Types of Contracts
Understanding Procurement Analysis: A Basic Skills Course  NEW
Writing Performance Work Statements

FY 2016 Training Schedule (Chronological)

START DATE	END DATE	COURSE TITLE	CLPs	FAITAS COURSE #	FAITAS CLASS #	VENDOR	VIRTUAL (*)
10-27-15	10-29-15	Critical Thinking and Problem Solving Techniques for Contracting Professionals	24	FLD 102	101	ESI	NO
11-02-15	11-06-15	FAC-COR Level II Training – Contracting for CORs	40	FCR 201	101	Houseman	NO
11-03-15	11-04-15	Project Management Essentials for Non-Project Managers	16	FPM 425	101	MCI	NO
11-10-15	11-10-15	COR Refresher	8	FCR 102	101	AMCI	NO
11-12-15	11-12-15	Types of Contracts	8	FCN 426	101	PCI	NO
12-01-15	12-02-15	Advanced Issues in Multiple Award Schedules	16	FCN 437	101	Perfena	NO
12-08-15	12-10-15	Writing Performance Work Statements	24	FQN 427	101	MCI	NO
01-05-16	01-07-16	Changes under Government Contracts	24	FCN 438	101	MCI	NO
01-07-16	01-07-16	Intellectual Property	8	FCN 423	101	Tomanelli	NO
01-11-16	01-15-16	FAC-COR Level II Training – Contracting for CORs	40	FCR 201	102	Houseman	NO
01-20-16	01-21-16	Contracting with Small Business Concerns	16	FCN 442	101	Tomanelli	NO
01-27-16	01-28-16	The Anti-Deficiency Act	16	FQN 431	101	Tomanelli	NO
02-02-16	02-04-16	Managing Performance-Based Service Awards	24	FQN 434	101	ESI	NO
02-08-16	02-10-16	A Practical Guide to the FAR	24	FCN 196	101	Tomanelli	NO
02-09-16	02-10-16	Task and Delivery Order Contracting	16	FCN 425	101	MCI	NO
02-16-16	02-18-16	Critical Thinking and Problem Solving Techniques for Contracting Professionals	24	FLD 102	102	ESI	NO
02-17-16	02-18-16	Managing Multiple Priorities in the Acquisition Environment	16	FQN 457	101	TMS	NO
02-22-16	03-04-16	CON 360 - Contracting for Decision Makers	80	CON 360 (FED)	101	AMCI	NO
03-02-16	03-02-16	How to Avoid a Bid Protest	8	FCN 440	101	Tomanelli	NO
03-07-16	03-11-16	FAC-COR Level II Training – Contracting for CORs	40	FCR 201	103	Houseman	NO
03-15-16	03-17-16	The Fundamentals of Best-Value/Tradeoff Source Selection	24	FQN 443	101	ASI	YES
03-16-16	03-16-16	Annual Review-Hot Issues in Federal Contracting	8	FCN 402	101	Centre	NO
03-22-16	03-24-16	Federal Appropriations Law	24	FFM 403	101	Tomanelli	YES

3-23-16	3-23-16	Contractor Performance Assessment Reporting System (CPARS) in the Acquisition Workforce	8	FQN 456	101	TMS	YES
03-29-16	03-31-16	The Trifecta: Price Analysis, Cost Analysis, and Contract Negotiation	24	FCN 428	101	PCI	YES
03-30-16	03-31-16	Monitoring and Documenting Contractor Performance in the Acquisition Workforce	16	FQN 447	101	TMS	YES
04-04-16	04-08-16	Advanced COR Workshop	40	FCR 400	101	Houseman	NO
04-12-16	04-14-16	Information Technology Acquisition	24	FQN 432	101	MCI	YES
04-19-16	04-20-16	Advanced Issues in Multiple Award Schedules	16	FCN 437	102	Perfena	YES
04-21-16	04-21-16	Annual FAR Update	8	FCN 193	101	Tomanelli	YES
04-26-16	04-27-16	Acquisition of Commercial Items	16	FQN 450	101	MCI	YES
04-26-16	04-28-16	Understanding Procurement Analysis: A Basic Skills Course	24	FQN 458	101	TMS	YES
04-28-16	04-28-16	Annual Review-Hot Issues in Federal Contracting	8	FCN 402	102	Centre	YES
05-03-16	05-04-16	Contract Closeout	16	FCN 421	101	MCI	YES
05-05-16	05-05-16	COR Refresher	8	FCR 102	102	AMCI	YES
05-10-16	05-11-16	Contracting with Small Business Concerns	16	FCN 442	102	Tomanelli	YES
05-11-16	05-12-16	Applying Technology to Acquisition Analysis	16	FQN 459	101	TMS	YES
05-17-16	05-18-16	Contract Disputes and Terminations	16	FCN 418	101	Tomanelli	YES
05-18-16	05-19-16	Agile Acquisition	16	FPM 423	101	MCI	YES
06-01-16	06-02-16	Cost and Price Realism	16	FCN 071	101	Centre	YES
06-07-16	06-09-16	Developing the Independent Government Cost Estimate	24	FQN 402	101	MCI	YES
06-08-16	06-09-16	Contract Negotiations: The Art and Science of the Deal	16	FCN 439	101	ASI	YES
06-14-16	06-15-16	Service Contract Labor Standards Statute Overview	16	FQN 449	101	MCI	YES
06-21-16	06-22-16	Strategic Sourcing: Key Elements	16	FQN 409	101	ASI	YES
06-22-16	06-23-16	High Performing Teamwork for the Acquisition Workforce	16	FLD 127	101	TMS	YES
06-29-16	06-30-16	Task and Delivery Order Contracting	16	FCN 425	102	MCI	YES

() Virtual training is only available for IRS employees with PODs outside of the Washington, DC Metro area.*

FY 2016 Training Schedule (Alphabetical)

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FY 2016 COURSE DESCRIPTIONS

1102 Series Mandatory Contracting (FAC-C)

CON 360: Contracting for Decision Makers

This advanced course gives you practice in applying the skills and knowledge gained in previous courses and work experience to realistic learning scenarios. You will work individually and in teams to develop and present innovative approaches and sound business solutions to challenging issues concerning risk, planning, and performance. You will confront an interrelated array of issues that require you to use judgment and comprehensive knowledge to resolve. You will hone problem-solving and critical-thinking skills that will help you develop real solutions to real acquisition problems. The result will be more effective managerial business decisions that support the agency's mission. You must complete a pre-classroom assignment prior to attending the course that will form part of your overall grade. The vendor will provide this assignment 28 days prior to the start of the class.

Prerequisites: CON 280 & CON 290 (under FAC-C Refresh)

CLPs: 80

Date: February 22, 2016 – March 4, 2016

Vendor: Atlantic Management Center, Inc.

Offered Virtually: No

Contracting Officer's Representatives (FAC-COR)

Advanced COR Workshop



This five day course focuses on how to effectively select sources and manage contracts. It covers how to choose and customize selection procedures for different requirements; how to assess offeror proposals and render a selection decision; how to prepare for quality/schedule assurance, guide contractor performance, and ensure proper payments; and how to foster a proper business partnership with a contractor.

Learning Objectives: At the conclusion of this 40-hour course, participants will be able to identify the full spectrum of selection procedures, identify those that are a best fit for their requirements, provide appropriate guidance to the program manager (PM) or contracting officer (CO), and customize selection procedures to their acquisitions.

Topics Include:

- Prepare a market research plan to identify qualified sources, appropriate solicitation terms and conditions, and prevailing business practices (e.g., warranties, data rights, contract financing); access high-value data bases, prepare market research announcements, and conduct vendor exchanges, and analyze market data; and prepare a market research report
- Recommend pricing arrangements for complex requirements
- Specify quantitative and qualitative metrics for requirements documents and related monetary and nonmonetary incentive arrangements; and provide guidance to the CO on the technical aspects of the solicitation
- Develop customized selection criteria, proposal instructions, and an evaluation plan covering board/panel composition and assignments, evaluation activities and timeframes, a scoring/grading scheme; and evaluation documentation
- Ensure confidentiality of procurement sensitive information (e.g. independent government cost estimate); prepare for and conduct oral presentations; and assess contractor past performance information
- Lead an evaluation panel; build a consensus, and present supportable findings and recommendations to the program manager or CO.
- Develop a probable cost estimate, obtain and review necessary cost and pricing data, technically analyze cost estimates, and support a cost realism adjustment
- Provide assistance on competitive range determinations and negotiation strategies
- Conduct and support a best value analysis using quantitative and non-quantitative discriminators
- Coordinate acquisitions with stakeholders, establish an acquisition team based on principles of matrix management and knowledge management ensure adequate guidance for team members; provide contract oversight; and promote recognition/application of best practices
- Prepare/customize a COR appointment letter that best fits the technical management needs of each acquisition
- Provide guidance to the CO on review and approval of general submittals such as proposed subcontracts, financing plans, security plans, and key personnel substitutions

- Ensure that the contractor has an adequate quality management program; develop a Government quality assurance surveillance plan and ensure adequate QA methods including test plans/documentation; and ensure adequate contractor risk management
- Apply a progress monitoring system based on EVM principles; inspect/accept contractor services/deliverables and ensure adequate inspection documentation; link contractor performance to contractor payment requests; and review/approve adequate corrective action plans and ensure proper implementation
- Issue timely technical directions including service requests, submittal approvals, and technical clarifications
- Recognize the need to maintain change control; avoid unnecessary and/or unauthorized changes; and prepare/transmit change requests to the CO
- Review and recommend approval of a performance-based payment schedule and assess subsequent payments request in line with principles of earned value
- Assess interim payment requests for reasonableness of labor and other direct costs
- Develop/foster a proper COR/contractor partnership, a suitable working environment, and avoid conflicts of interest

Prerequisite: FAC-COR Level II Training - Contracting for CORs

CLPs: 40

Dates: April 4 – 8, 2016

Vendor: Houseman & Associates

Offered Virtually: No

FAC-COR Level II Training - Contracting for CORs

This course fulfills the requirements for FAC-COR Level II certification and 40 hours toward FAC-COR Level III certification. It covers the Project Officer/COR's responsibilities for guiding acquisitions from initial planning efforts and requirement determination through source selection, contract management, and final payment. CORs will observe solicitation constraints including communication with prospective offerors, disclosure of information (e.g. independent government cost estimate), and confidentiality. It discusses applicable principles, policies, and procedures to achieve the agency's mission through contracting.

Learning Objectives:

At the conclusion of this training, you will be able to

- Identify your responsibilities in the acquisition process from procurement planning through contract management
- Recognize application of statutory law, federal regulation, and the common law of federal contracts to their acquisitions
- Prepare an acquisition plan including an acquisition strategy, define an acquisition team with defined roles and responsibilities, develop a practical time line, develop market research techniques, learn source selection procedure budgeting and funding considerations, consider outsourcing considerations, logistics, security concerns, environmental requirements, and how to monitor government-furnished information and property
- Prepare key elements of a performance-based work statement, source selection criteria, and technical proposal instructions
- Recognize the requirements for (i) full and open competition, (ii) use of required sources, and (iii) small business set-aside goals and programs
- Observe solicitation constraints including communication with prospective offerors, disclosure of information (e.g. independent government cost estimate), and confidentiality
- Understand your input to the source selection process including the technical evaluation plan, evaluating proposals, reaching an agreement, best value analysis, and source selection
- Plan for quality assurance, select the appropriate remedy for nonconforming or delinquent performance, and prepare contractor performance evaluation reports
- Support timely execution of contract modifications
- Avoid constructive changes
- Review payment requests under fixed price and cost reimbursement contracts and provide timely feedback
- Know and appreciate standards of procurement ethics including areas of proscribed conduct under the Procurement Integrity Act and criminal conflict of interest statutes

CLPs: 40

Dates: November 2 – 6, 2015

January 11 – 15, 2016

March 7 – 11, 2016

Vendor: Houseman & Associates

Offered Virtually: No

FAC-COR REFRESHER

This one day training is designed for experienced CORs and others who have previously completed a COR certification, emphasis is on enhancing skills in contract preparation, formation and administration.

Topics Include:

- Duties, responsibilities, and limits to the authority of a COR
- Complex issues affecting CORs
- Work management techniques to measure contractor performance
- Review of the Acquisition Process
- Prequalification techniques
- The COR's authority
- COR Responsibility throughout the Acquisition Process
- Government Property
- Intellectual Property
- Monitoring Contractor Performance
- Monitoring Contract Costs
- Constructive Changes
- Work Planning, Scheduling, and Measurement Techniques
- Subcontracting and Government Consent
- Disputes
- Labor Compliance
- The Small Business contracting Program
- Default by the Subcontractor
- Considerations in Monitoring Contracts Awarded under Section 8(a) of the Small Business Act

Prerequisite: FAC COR Level I certification or higher

CLPs: 8

Dates: November 10, 2015
May 5, 2016

Vendor: Atlantic Management Center, Inc.

Offered Virtually: Yes

Acquisition Continuous Learning for 1102s and/or CORs

A Practical Guide to the FAR

This course is designed to address challenges with the FAR in a highly practical and user-friendly way. The instructor and the students will work through various practical exercises specifically designed to demonstrate how the FAR can be effectively used. Students will develop and refine the skills necessary to apply the FAR to virtually any acquisition situation.

CLPs: 24

Dates: February 8 – 10, 2016

Vendor: Steven Tomanelli & Associates

Offered Virtually: Yes

Acquisition of Commercial Items

This two day course provides an extensive analysis of current developments in the acquisition of commercial products and services by the Federal Government. It will assist you in learning how to benefit from specialized regulations applicable to the acquisition of commercial items.

CLPs: 16

Dates: April 26 – 27, 2016

Vendor: Management Concepts

Offered Virtually: Yes

Advanced Issues in Multiple Award Schedules

This two day advanced course is designed to cover the primary high risk areas of Schedule Contracting, with a special focus on compliance, audits, and risk avoidance. Detailed discussions of the Price Reductions Clause, the Industrial Funding Fee, and the Trade Agreements Act will serve as the vehicles to examine all three subject areas. The course will provide practical advice on how to recognize the benefits of contracting with while minimizing the risks.

Learning Objectives:

- Making a reasonable and rational bid/no-bid decision at the outset
- Negotiating a realistic and flexible contract as the primary means of ensuring future compliance and minimizing future risk
- Implementing a functioning internal compliance program

- Dealing with compliance issues as they arise during contract performance, especially in the context of the Price Reductions Clause as it relates to pricing and discounting to commercial customers

CLPs: 16

Dates: December 1 – 2, 2015

April 19 – 20, 2016

Vendor: Perfena

Offered Virtually: Yes

Agile Acquisition

This two day course is designed specifically for the federal acquisition workforce. This course addresses both Agile and federal acquisition principles, with strong consideration given to existing federal policies and processes. It is designed for the acquisition professional working in an Agile project management environment and those evaluating contracts proposing an Agile development approach. With a focus on Agile project management in the federal acquisition environment, students will learn:

- What Agile project management is and how it differs from the traditional project management approach
- Agile acquisition best practices
- How to collaborate in an integrated Agile team environment
- Risk assessment associated with Agile acquisition projects
- Acquisition planning considerations in an Agile setting
- How to select effective contracting approaches in an Agile framework
- Contract management considerations in an Agile versus traditional approach

After reinforcing a thorough understanding of the Agile approach, students will participate in role-play activities using federal acquisition case studies. In addition, they will develop a detailed understanding of the implicit challenges of applying an Agile acquisition framework in a federal environment. Students will gain the knowledge, skills, and tools needed to position their projects for future success. They will learn the principle advantages and disadvantages of various Agile development methods to help reinforce critical learning concepts as they take part in sample federal acquisition scenarios and examples.

CLPs: 16

Dates: May 18 – 19, 2016

Vendor: Management Concepts

Offered Virtually: Yes

Annual FAR Update

This one day session summarizes recent changes to the Federal Acquisition Regulation (FAR). Course material is continually updated and covers FAR changes finalized in the 12-month period preceding each class. This class enables busy acquisition professionals to “catch up” on a year’s worth of changes in a single day.

CLPs: 8

Dates: April 21, 2016

Vendor: Steven Tomanelli & Associates

Offered Virtually: Yes

Annual Review-Hot Issues in Federal Contracting

One of our most popular events, this one day Annual Review provides everything you need to stay current in the ever-changing field of government contracts. Topics in previous years have included FAR updates, strategic sourcing, cyber security and much more. Use this as a refresher on the developments in contracting over the past year and as an opportunity to network with others. Hear predictions for 2016 and gain a solid understanding of recent events and changes in the contracting world—a great way to start the New Year!

CLPs: 8

Dates: March 16, 2016

April 28, 2016

Vendor: Centre Law & Consulting

Offered Virtually: Yes

Applying Technology to Acquisition Analysis

This course is a two day follow-on workshop from the three day Understanding Procurement Analysis: A Skills Workshop course.

Topics Included:

- Interpreting Data with Microsoft Excel
 - How to perform basic scattergram and histogram analysis
 - Seeking correlation through charts and statistics
 - Using the visual display of information to communicate complex analysis
 - and a quick and clear manner
 - Sparklines and their use in reporting
- Creating Data-Rich Microsoft PowerPoint presentations

- Embedding Excel graphs and data
- Working with images
- Using animations and transitions to give data greater impact

Prerequisite: Understanding Procurement Analysis: A Skills Workshop

CLPs: 16

Dates: May 11 – 12, 2016

Vendor: Technical Management Services

Offered Virtually: Yes

Changes under Government Contracts

Change is inevitable on a Government contract. Therefore, it is in the Government's best interest that all members of the acquisition team understand concepts such as scope, equitable adjustment, constructive changes, and unilateral and bilateral contract modifications. This three day course will ensure acquisition professionals grasp the concept as well as the implications of the various types of contract changes on cost, schedule and performance.

Learning Objectives:

- Determine if a change can be made to a contract
- Determine what relief, if any, is due the contractor

If you know Government contracts, you know the significance of changes. If you don't know Government contracts, but are becoming involved, you had better know the significance of changes. For there is no doubt that the overwhelming number of operating problems and claims arising out of Government contracts center around questions of actual or constructive changes in the work. The contractors know this . . . the Government knows this . . . attorneys, accountants and professional representatives for both camps know this . . . and you (we are sure) know this.

However, no matter how keen your sense of awareness, or how advanced your level of knowledge, Government contract changes is a subject about which you can never know enough. Because it is so active, so volatile, so prone to almost-daily development, that failure to pay it constant court can render your knowledge obsolete. Or, looking at it from the opposite angle, a dedicated effort to "keep current," without periodic reevaluations of the subject as a whole, can lead to the cliché-situation of having forgotten more than you know.

CLPs: 24

Dates: January 5 – 7, 2016

Vendor: Management Concepts

Offered Virtually: Yes

Contract Closeout

Designed for the practitioner, this two day hands-on training course delves into the issues involved with successfully closing out a contract. It begins with a description of what constitutes a contract file and ends with its disposal. In the course, you will discuss organizational structures and players required for closeout, execute the steps required to close out different types of contracts, and handle items of special concern.

Topics Include:

- Contract closeout procedures - contract completion statement, physical completion, time standards for closing contract files, organizational structure, and personnel involved
- Purpose of contract documentation, types of contract files, and contents of contract files
- Basic closeout principles - closeout steps, accelerated closeout, and areas of special concern
- Effects of contract termination on closeout procedures - termination for convenience, termination based on inadequate contractor performance, and no-cost settlement
- Time requirements for record retention
- Problem contract closeouts - contractor no longer in business, contractor in bankruptcy, contractor unable to submit supporting indirect cost data for submission of final vouchers, contractor fails to submit final invoice or voucher

CLPs: 16

Dates: May 3 – 4, 2016

Vendor: Management Concepts

Offered Virtually: Yes

Contract Disputes and Terminations

This two day class will provide a practical and comprehensive understanding of contract terminations and disputes. We will cover how and when a contract may be terminated for convenience, the contractor's obligation to submit a termination settlement proposal and the techniques available to calculate the settlement amount. We will also cover the grounds for terminating a contract for default, the procedural requirements that must be followed and the rights and liabilities of the parties. Because termination actions often result in contract claims, students will also learn about the contract disputes process, the requirements that a contractor must comply with to submit a proper claim, how to prepare the Contracting Officer's Final Decision and how to ensure compliance with other statutory requirements of the Contract Disputes Act. The use of discussion problems and case studies will provide students with the opportunity to apply the lessons learned to reinforce the most important points.

CLPs: 16

Dates: May 17 – 18, 2016

Vendor: Steven Tomanelli & Associates

Offered Virtually: Yes

Contract Negotiations: The Art and Science of the Deal

While more and more business transactions are conducted via electronic means, including e-marketplaces, e-catalogs, and e-auctions, the majority of the dollars are still spent in relatively few large, complex, negotiated deals: the vital, few; the trivial, many. While all business deals are important, some are clearly more important than others. For both buyers and sellers, ensuring you get the most favorable outcome from each big deal is critical to the success of your organization.

This two day highly interactive course provides a comprehensive treatment of contract negotiations, including planning, conducting, and documenting the deal. The course provides skill assessment tools, case studies, exercises, and more than 100 proven best practices – strategies and techniques to become a master contract negotiator. The course offers a simple, yet highly effective process approach with forms and tools to guide the planning and executing of a successful negotiation.

Learning Objectives:

- Recognize the strategies, tactics, and counter tactics to achieve success in contract negotiations.
- Apply best practices for contract negotiation planning, contract negotiation documenting, and contract negotiation.
- Utilize the five critical components for creating a successful performance-based acquisition (PBA)

CLPs: 16

Dates: Contract Negotiations: The Art and Science of the Deal

Vendor: June 8 – 9, 2016

Offered Virtually: Yes

Contracting with Small Business Concerns

This two day course defines and describes federal socioeconomic programs. Students will gain a good understanding of program policies, procedures, and problem areas associated with various socioeconomic programs benefiting small businesses. After successful completion of this training course, the student will be able to describe the different socioeconomic programs required by the Federal Acquisition Regulation (FAR) and determine which program or programs to use in a particular acquisition.

CLPs: 16

Dates: January 20 – 21, 2016

May 10 – 11, 2016

Vendor: Steven Tomanelli & Associates

Offered Virtually: Yes

Contractor Performance Assessment Reporting System (CPARS) Workshop in the Acquisition Workforce

Once a contract has been awarded, it is up to the government to evaluate, document and report whether or not the contractor's performance meets government requirements, either positive or negative. This one day workshop will show you, step-by-step, how to document and report your contractor's performance using the CPARS web-enabled application and library of automated CPARS.

Topics Included:

- The Regulations
- Why Evaluate Contractor Performance?
- The CPARS Software Operating Manual
- Past Performance Process Overview
- CPS and CPARS Differences
- CPARS Primary Objectives
- CPAR Assessments
- CPARS & Communication
- CPARS Reporting Thresholds
- Reporting Frequency
- Focal Point Roles
- User Roles

CLPs: 8

Date: March 23, 2016

Vendor: Technical Management Services

Offered Virtually: Yes

Cost and Price Realism

This two day course provides a thorough walk-through of the basics of cost and price realism analysis. The course provides hands-on, interactive learning with exercises, case studies, and group work, to give greater emphasis to the application of the course principles.

Learning Objectives:

- Understand the difference between cost and price analysis
- Identify Government requirements and goals in the contract pricing process
- Explain the legal basis for contract pricing efforts
- Identify the responsibilities of contracting officers and contracting specialists in the contract pricing process
- Learn how to conduct a price realism analysis
- Understand the importance of analyzing staffing in conjunction price
- Learn how to conduct cost realism to avoid protest

Topics Include:

- Overview of Price and Cost Analysis
- FAR Requirements
- CO Roles and Responsibilities
- Price Analysis Tools and Techniques
- Cost elements; bottom line price;
- Allocable costs – Workshop
- Cost Realism Analysis
- What is Cost Realism?
- Justification and Documentation
- Resources
- Understanding Special Costs
- Specific Cost Issues-- Workshop
- Labor Rates
- Overhead and G&A
- Profit
- Special Issues
- Uncompensated Overtime
- Low Bids
- “Added Value” Subcontractors
- Negotiation positions – Role play workshop
- Preparing for Business Reviews and Audits
- Working with DCAA

CLPs: 16

Dates: June 1 – 2, 2016

Vendor: Centre Law & Consulting

Offered Virtually: Yes

Critical Thinking and Problem Solving for Contracting Professionals

This three day course addresses the five types of critical thinking needed in acquisition environments: Strategic, tactical, analytical, innovative, and implicative. It also teaches a five-step process for responding to acquisition problems/opportunities: Identify and analyze problems/opportunities, analyze the environment, explore potential responses, select the optimal response, and implement the optimal response. The course includes exercises and case studies, so you can practice using the different thinking approaches to achieve maximum results. You will have the opportunity to apply core concepts to a specific problem or opportunity from their own acquisition environment.

Learning Objectives:

- Explain the importance of critical thinking and problem solving in acquisition competencies matrix
- Identify key decisions to be made in acquisition process
- Leverage current theories on human thought to improve your performance and that of your team members
- Discriminate between the different critical thinking styles and determine when to use each type in the acquisition environment
- Uncover acquisition problems and opportunities and learn how to address them
- Assess the internal and external environmental factors surrounding problems and opportunities
- Explore a wide range of potential responses to an acquisition problem or opportunity
- Evaluate potential responses to a problem or opportunity to determine the best response
- Persuade acquisition stakeholders to support the best response, design an action plan for implementing the best response, and successfully execute the action plan

CLPs: 24

Dates: October 27 – 29, 2015
February 16 – 18, 2016

Vendor: ESI International

Offered Virtually: Yes

Developing the Independent Government Cost Estimate (IGCE)

This three day course is designed to improve agency acquisitions and contractor performance by enhancing Federal employees' understanding of the uses, preparation and evaluation of an Independent Government Cost Estimate.

CLPs: 24

Dates: June 7 – 9, 2016

Vendor: Management Concepts

Offered Virtually: Yes

Federal Appropriations Law

This three day course covers the fundamental concepts of federal appropriations law. Topics include an overview of the appropriations process, the bona fide needs rule, severable and non-severable contracts, the "Purpose" statute and the Anti-deficiency Act. Class discussion will be augmented with practical exercises to reinforce these key fiscal concepts.

CLPs: 24

Dates: March 22 – 24, 2016

Vendor: Steven Tomanelli & Associates

Offered Virtually: Yes

High Performing Teamwork for the Acquisition Workforce

All contracting efforts are undertaken by teams, but teamwork in the government is rapidly evolving into a new form. This virtualized, matrixed team structure will be the future for all employees. Those who learn how to effectively use it will be respected and sought after by every organization. This two day workshop shows you precisely what steps to take to make you more valuable and your team more effective.

Topics Included:

- Acquisition Team Players
- Team Members and Team Leaders
- Effective Team Players
- Ineffective Team Players
- Analyzing Your Team's Strengths and Weaknesses
- How People Work Effectively in a Team
- Team Building
- Briefings & Presentations to the Point
- Putting it all Together

CLPs: 16

Dates: June 22 – 23, 2016

Vendor: Technical Management Services

Offered Virtually: Yes

How to Avoid Bid Protests

This one day class will discuss proven techniques and strategies to reduce the probability of receiving a bid protest by taking certain actions during acquisition planning, interactions with vendors, during the conduct of the procurement and after contract award. We will also cover techniques to maximize the Government's chances of winning a protest in those cases when a protest cannot be avoided.

CLPs: 8

Dates: March 2, 2016

Vendor: Steven Tomanelli & Associates

Offered Virtually: Yes

Information Technology Acquisition

This three day course focuses on areas and considerations unique to the acquisition of information technology (IT). It is designed for program and contracting personnel who are involved in the acquisition of IT supplies and services. In this course, you will learn how to explain the basis for IT acquisition; conduct mission and business planning, as well as acquisition planning; review established sources and determine which can satisfy the agency need; determine compliance with accessibility requirement; and resolve intellectual property issues.

Topics Include:

- Basis for IT Acquisitions
- Planning for IT Acquisitions
- Security, Accessibility, and Other IT Planning Considerations
- Developing Requirements Documents and Evaluation Factors
- Satisfying the IT Need
- Contract Administration

CLPs: 24

Dates: April 12 – 14, 2016

Vendor: Management Concepts

Offered Virtually: Yes

Intellectual Property

In this one day class, students will gain an understanding of the various types of intellectual property rights that are applicable to Government contracts and how to ensure that the Government receives the level of intellectual property rights necessary to perform its mission. We will cover how patent rights are allocated between the Government and the contractor, the use of third party patents, the applicability of copyright and trademark rights under Government contracts and the various levels of data rights established by the FAR data rights clauses. Several practical exercises will be used to reinforce the key points.

CLPs: 8

Dates: January 7, 2016

Vendor: Steven Tomanelli & Associates

Offered Virtually: Yes

Managing Performance-Based Service Awards

Over the years, performance-based contract training tended to focus on the pre-award activities of writing the Performance Work Statement and developing standards and metrics, but there generally was very little coverage of what happens after award of a performance-based contract and how such contracts should be administered. In this three day class, students will learn how to administer a performance based contract. Students will learn how to develop and apply a Quality Assurance Surveillance Plan and Award Fee and Award Term plans. We will also cover contract changes, inspections and testing, the role of the COR, past performance evaluations and closeout of performance based contracts. Multiple real-life examples and practical exercises will be used throughout the class.

CLPs: 24

Dates: February 2 – 4, 2016

Vendor: Twenty-Eighty Strategy Execution (ESI International)

Offered Virtually: No

Managing Multiple Priorities in the Acquisition Environment

This two day workshop shows the acquisition workforce how to firmly balance a series of high-demand tasks while handling constantly changing directions and multiple, urgent priorities. Gain powerful new skills you can use immediately to control a dynamic, rapidly changing job. This workshop solidly focuses on practical, specific how-to aspects of managing your work.

The Managing Multiple Priorities Handbook that you receive in this workshop is a powerful guide which you will use today to assist in managing your multiple priorities and getting results. The Handbook includes checklists, forms, day-planner templates, and tip sheets that attendees will use.

Topics included in this Workshop:

- Strategies for Very Busy People
- Managing Multiple Priorities
- Prioritizing Techniques
- Scheduling your Priorities
- Put it all Together
- The Priority Notebook

CLPs: 16

Dates: February 17 – 18, 2016

Vendor: Technical Management Services

Offered Virtually: No

Monitoring & Documenting Contractor Performance in the Acquisition Workforce

Once a contract has been awarded, it is up to you to see to it that the contractor's performance meets government requirements. This workshop will show you, step-by-step, how to evaluate and document your contractor's performance to ensure they are delivering what the government needs, and what to do if they are getting off-track.

This two day workshop will show you what to look for, key indicators of the contractor's performance, how to anticipate problems, and how to correct them before they get out of hand.

Topics Included:

- Contracting Officer's Representative (COR) & QAE Roles and Responsibilities
- Ethics for Government Personnel Evaluating a Contractor's Performance
- The Performance-Based Statement of Work/Service Delivery
- The Quality Assurance Surveillance Plan and Its Application to the COR and QAE
- How to Write A QASP

- How to Use the QASP to Evaluate a Contractor's Performance
- Documenting Results
- Unauthorized Commitments
- How to Detect Contractor Fraud
- Invoices
- Claims

CLPs: 16

Dates: March 30 – 31, 2016

Vendor: Technical Management Services

Offered Virtually: No

Project Management Essentials for Non-Project Managers

As government agencies and companies continue to streamline operations and with the huge growth in public- and private-sector outsourcing, contract management is increasingly taking on many of the elements and responsibilities of project management. When the lines between contract management and project management blur, clear communication and a working knowledge of each discipline's core elements and competencies are vital to the success of a contract or project.

Reflecting the latest practices in the project management field, and viewed from the special perspective of contracting professionals, this course offers concise instruction on project management. Step-by-step, the three day course covers the entire project life cycle—from selection and initiation, through planning, implementation, and control, to termination and closeout. Through case studies, exercises, and an array of practical experiences, you will learn lessons you can relate directly to your procurement activities immediately upon completing the course.

CLPs: 16

Dates: November 3 – 4, 2015

Vendor: Management Concepts

Offered Virtually: Yes

Service Contract Labor Standards Statute Overview

This two day course is designed to help federal personnel administer the requirements of the McNamara-O'Hara Service Contract Act of 1965 (SCA). The course focuses on the Act, the Department of Labor (DOL) regulations that implement it, and how it applies to the acquisition process. A detailed, comprehensive text is provided that contains copies of the law, DOL implementing regulations, Administrative Review Board decisions, and wage determinations.

Learning Objectives:

- Determine if the SCA applies
- Understand basic wage and fringe benefit rules
- Apply the SCA provisions to applicable contracts
- Enforce the statute

CLPs: 16

Dates: June 14 – 15, 2016

Vendor: Management Concepts

Offered Virtually: Yes

Strategic Sourcing: Key Elements

In this two day interactive course, students will gain an understanding of strategic sourcing principles and their application including: an understanding of what strategic sourcing is; what strategic sourcing is not; what industry and government agencies are doing regarding strategic sourcing; and how to apply strategic sourcing principles to transform their organizations and improve acquisition life-cycle results – saving time, reducing costs, and enhancing mission outcomes. This course provides a simple yet highly effective process approach to strategic sourcing assessments, implementation, and results measurement.

Learning Objectives:

- Define Strategic Sourcing terms and key principles
- Apply strategic sourcing principles to an acquisition within your agency or organization
- Develop measures and metrics for organizational assessment
- Apply processes and techniques to assess and identify strategic sourcing opportunities

CLPs: 16

Dates: June 21 – 22, 2016

Vendor: ASI Government

Offered Virtually: Yes

Task and Delivery Order Contracting

This two day course addresses the planning, use, and administration of task and delivery orders. Students will learn about the variety of existing contract vehicles available to them, as well as the process of developing new task and delivery order contracts.

Learning Objectives:

- Explain when and how to use task and delivery order contracts and the rules that guide them
- Select an appropriate contract vehicle to fulfill requirements for a specific acquisition
- Use GSA Schedules correctly and innovatively
- Place task and delivery orders using existing non-schedule contract vehicles
- Describe the process to create task-order and delivery order contracts
- Administer task and delivery orders

CLPs: 16

Dates: February 9 – 10, 2016

June 29 – 30, 2016

Vendor: Management Concepts

Offered Virtually: Yes

The Anti-deficiency Act

This is an intensive two day course on compliance with the Anti-deficiency Acts. It is divided into five parts. It begins with an introduction to the core of fiscal laws that are essential to understanding the Acts, such as the concepts of an obligation, transfers and augmentations. It then moves on to the subjects of purpose and time (to include the disagreement between the Attorney General and Comptroller General on certain purpose violations and the ADA), and how obligations of the wrong purpose and year's appropriations can result in an ADA violation.

Other elements covered in this course are a thorough treatment of the Anti-deficiency Acts, their essential parts from the 1870 law and its 1905 amendments about apportionments and voluntary and personal servicers (about which seminar participants will be thoroughly informed), and the most instructive ADA violations from 2005-2015 will be reviewed. Finally, this course covers a review of the issues in government contracting that might affect the ADA, including which fiscal year to charge when modifying contracts (including "incrementally funding") and settling claims. The participants will receive a detailed course outline and review exercises.

CLPs: 16

Dates: January 27 – 28, 2016

Vendor: Steven Tomanelli & Associates

Offered Virtually: Yes

The Fundamentals of Best-Value/Tradeoff Source Selection

This three day course addresses vital issues on source selection, covering the negotiation process, effective techniques and pitfalls to avoid. The course will cover scoring techniques, negotiation strategies and relevant law and procedures that must be followed.

Topics Include:

- Acquisition Planning
- Competition requirements and contracting vehicles
- Work statements
- Competitive negotiation strategies
- Prequalification techniques
- Streamlining the process
- Preparing a clear RFP and pre-proposal exchanges
- Selecting evaluation factors and types of factors
- Technical proposal vs. oral presentation and presentation format
- The Source Selection Team and Time for Evaluation
- Award without discussions, permissible communications
- Late proposals, evaluation of proposals, past performance/experience, past Performance Evaluation Tips
- Evaluation of price or cost, prohibition on obtaining cost or pricing data, information other than cost or pricing data
- Price Analysis, Cost Realism Analysis and Price Realism Analysis
- Effective negotiation, competitive range, negotiations/discussions
- Final proposal revisions, document understandings, common cutoff date, Late is Late Rule
- Protest forums, types of forums, protest avoidance

CLPs: 24

Dates: March 15 – 17, 2016

Vendor: ASI Government

Offered Virtually: Yes

The Trifecta: Price Analysis, Cost Analysis and Contract Negotiation

The government relies on contractor pricing proposals and cost representations to establish prices and/or reimburse actual costs. In this regard, the burden is on the contractor to demonstrate that prudent business actions have been taken to determine that the prices paid to lower tier suppliers are fair and reasonable. In addition, the contracting officer has a responsibility to assure that the government pays a fair and reasonable price for the goods and services it acquires. This three day course is designed to provide specific guidance in performing and documenting price analysis and cost analysis for goods and services acquired for government contracts and subcontracts. Participants will perform a simulated contract award through the application of cost analysis, participate in a simulated negotiation using cost analysis, and conclude with a comprehensive review of price and cost analysis, using a question and answer game style format that maximizes student interaction.

Learning Objectives:

- Understand the Government's requirements for conducting price analysis and cost analysis for government contracts & subcontracts
- Regulatory requirements and expectations related to price analysis and cost analysis
- How and when to perform and document price analysis and cost analysis
- How and when to perform and incorporate technical analysis
- The regulatory requirements and expectations related to estimating systems
- Documenting the results of price analysis and cost analysis
- Conducting negotiations using cost analysis

CLPs: 24

Dates: March 29 – 31, 2016

Vendor: Public Contracting Institute

Offered Virtually: Yes

Types of Contracts

There is a new emphasis on Contract Types in Government Contracting. In acquisition planning, government agencies have been directed to move away from Cost Type Contracts to Firm Fixed-Price Contracts. This is a one day in-depth analysis of the new focus and guidelines on the selection, use, and management of contracts by type. Implications on costs, accounting systems, management, and administration of this new emphasis on all contract vehicles will be examined. This course will examine the benefits and risks inherent in all types of contracts.

Contract administration has become a new focal point in the use of contract types. Recent guidance to procurement officials outlines this new emphasis from Acquisition Planning through Contract Closeout. Managing risk and controlling costs throughout the life cycle of procurement will be accomplished through greater oversight and vigilance in administration. An in-depth understanding of Contract Types is critical in this new climate of budgetary and expenditures control.

Learning Objectives:

- Demonstrate why it is important to select the most appropriate type of contract and how to do so
- Identify and list the differences between fixed-price and cost contracts
- Demonstrate how incentive contracts work
- Distinguish between how level of effort and indefinite delivery contracts work
- Apply the basic accounting rules that govern government contracting
- Explain what commercial items contracting and performance-based contracting involve
- Demonstrate ways to effectively and efficiently manage different types of contracts
- Calculate the cost implications of specific types of contracts
- Allocate the costs to contracts as prescribed by the regulations

CLPs: 8

Dates: November 12, 2015

Vendor: Public Contracting Institute

Offered Virtually: Yes

Understanding Procurement Analysis: A Skills Workshop

The Procurement Analyst can be called upon to serve a variety of roles in a procurement shop. However, in all these roles a fundamental knowledge of the principles of project management, analysis, and communications are vital building blocks in a successful career and adding to the success of your organization. Working through a series of case studies this workshop will enable you to understand and utilize key tools in each of these disciplines.

This three day workshop is recommended for procurement analyst within their first few years of assignment. The lessons discussed in this workshop may also be useful as a refresher for those who have not been through formal analysis education recently. This workshop can be followed by a number of higher-level workshops in project management, business analytics, and organizational communications.

Topics Included:

- Regulations and Instructions
- Unlocking the Analytical Methodology
- Conducting Research
- Root Cause Analysis
- Applying Project Management principles
- Understanding the Art of Communication
- Presenting your results

CLPs: 24

Dates: April 26 – 28, 2016

Vendor: Technical Management Services

Offered Virtually: Yes

Writing Performance-Based Work Statements

A requirements document conveys the work to be performed under the contract to the contractor. The requirements document can be in the form of a performance-based Statement of Objectives (SOO) or a performance-based Performance Work Statement (PWS). While it is often assumed that the program office can define its requirements, too often that is not the case. Contracting professionals need to understand how to draw out those requirements from program personnel and how to use those requirements as the basis for a new competitive solicitation.

Over the past decade, federal acquisitions have been moving more towards using either a SOO or PWS where the desired objectives, goals or results are stated, the contractor's performance is measured under a Quality Assurance Surveillance Plan (QASP), and the detailed means and methods of doing the work is left up to the contractor. For Performance-Based Acquisition (PBA), the government is interested in leveraging industry best practices, creativity and tailored solutions. Agency requirements are communicated to contractors using instruments like the SOO and the PWS.

Learning Objectives:

- Differentiate between the types of requirements documents
- Recognize the critical nature of the requirements document
- Define PBA and recognize its importance to development of requirements, to include the QASP
- Develop the different parts of the PWS and QASP
- Develop the different parts of a SOO and QASP

CLPs: 24

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Vendor: Management Concepts

Offered Virtually: Yes
