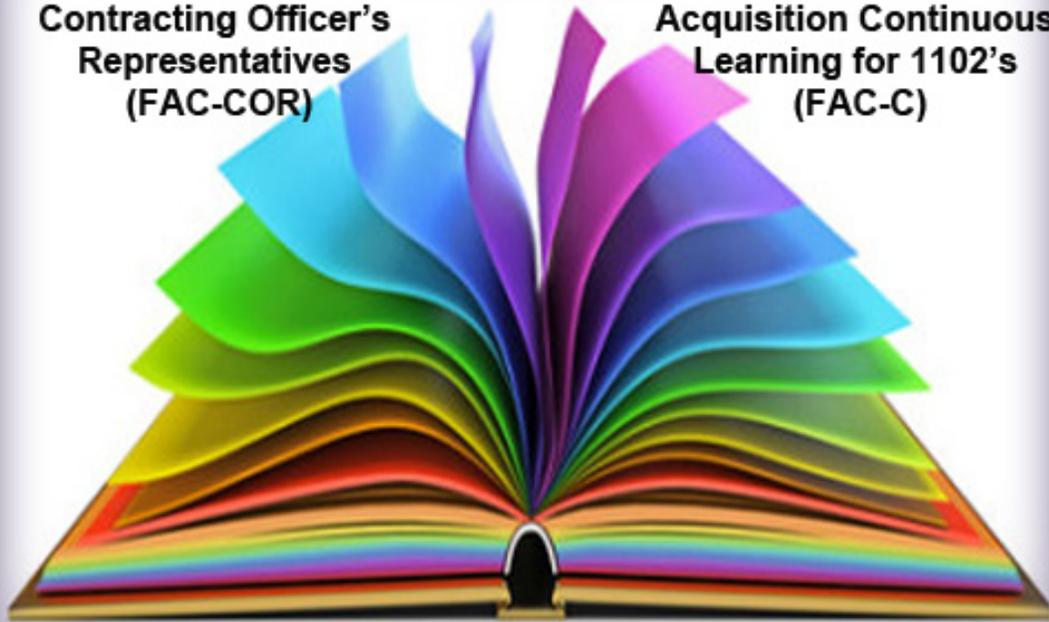


Treasury Acquisition Institute

Course Offerings

**Contracting Officer's
Representatives
(FAC-COR)**

**Acquisition Continuous
Learning for 1102's
(FAC-C)**



Fiscal Year 2019 Course Catalog





Dear Federal Acquisition Professional:

TAI is pleased to provide this fiscal year 2019 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,

Jeanne Slaughenhoupt

Director

TAI Staff Directory

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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 United States Mint, Government Accountability Office, the Bureau of Engraving and Printing, and the Drug Enforcement Administration to name a few.

If your agency/bureau is interested in attending TAI courses, please contact Rhonda Stewart 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. 20002.

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/?ReturnUrl=%2ffaitas>

(when you click on the link above, if a box comes up click on the skip verification option)

Presently we are not offering virtual training classes.

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.
5. **Please print out the email you get that shows your registration status as "Reserved" 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 must be absent from any portion of the course, you must notify the instructor and a TAI staff member for approval. Unapproved absences from the classroom will be reported to TAI staff and will result in dismissal from the course.

Wait List Policy

Because of the limited quantity of training spaces, 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 and click on the following: [manage career >> training >> my training requests](#) and your sequence number will be displayed.

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."

IMPORTANT: On the first day of class, we will use the wait list sequence numbers to fill any remaining seats. If the class is full based on every seat being registered for, students with seat "RESERVATION" status have a grace period of 30 minutes to arrive at the classroom. The grace period ends at 9:00 am, after which time the confirmed but vacant seats are forfeited to individuals with "WAIT" status who are physically at the facility.

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 regarding receiving a seat.

Course Completion Certificates

Upon successful completion of the class, you will be able to print your course completion certificate from your learning history in FAITAS within 7 business days after the last day of the class.

No Show Policy and Class Cancellation

A “No Show” will result when a student fails to report to class on the first day (by 9:00 am) and no official cancellation was processed. All cancellation requests **must** be processed through FAITAS. A phone call to the TAI staff, or a voice message is not considered an official cancellation. In the event of a “No-Show,” you may be prohibited from registering for **any** TAI course for a period of 3 months.

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). 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 wear such as 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 the 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. **Please note the following likely scenarios involving inclement weather impacting the normal operating status:**

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:

TAI is 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 (7 minute walk) from 77 K Street. It is recommended that you depart Union Station Metro at the First Street exit and turn right, following First 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>.

(when you click on the link above, if a box comes up click on the skip verification option)

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.

(when you click on the link above, if a box comes up click on the skip verification option)

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 only 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://it.web.irs.gov/news/20150326HTLConcur.htm> 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

All students are required to furnish an identification card (Smart 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 anywhere within 77 K Street.

FY 2019 COURSE OFFERINGS

Contracting Officer's Representatives (FAC-COR)

FAC-COR Level II Training - Contracting for CORs
COR Refresher

Acquisition Continuous Learning for 1102s and/or CORs

A Practical Guide to the Federal Acquisition Regulation (FAR)
Acquisition of Commercial Items
Administration of Cost-Reimbursement Contracts
Advanced Issued in Multiple Award Schedules
Advanced Source Selection
Agile Project Management for the Federal Environment
Agile Requirement: Creating User Stories
Annual FAR Update
Annual Review-Hot Issues in Federal Contracting
Bid Proposal Evaluation Process
Business Writing for Contracting Officers
Buy American Act and the Trade Agreements Act
Changes under Government Contracts
Conducting Technical Evaluations
Contract Closeout
Contract Disputes and Terminations
Contract Management Principles and Practices
Contract Negotiation Strategies & Techniques
Contract Negotiation: The Art and Science of the Deal
Contract Pricing
Contracting for Agile Services
Contracting with Small Business Concerns
Contractor Performance Assessment Reporting System (CPARS) for the Acquisition Workforce
Contracting Officer Representative (COR) Refresher
Cost and Price Realism
Critical Thinking and Problem Solving Techniques for Contracting Professionals
Cybersecurity for Contracting Professionals Course
Establishing a Business Mindset
Evaluating a Contractor's Performance
FAC-COR Level II Training - Contracting for CORs
Federal Appropriations Law
Fundamentals of Business, Cost and Financial Management
Fundamentals of Contracting
Fundamentals of Leading Projects and Programs
Fundamentals of Project and Program Management

High Performing Teamwork for the Acquisition Workforce
How to Avoid a Bid Protest
Information Technology Acquisition
Intellectual Property
Justifications and Approvals
Leadership Skills for Contracting Professionals
Leading and Managing High-Performing Project Teams
Making Decisions Using Earned Value
Managing Contracting Organizations
Managing Multiple Priorities in the Acquisition Environment
Managing Performance Based Service Awards
Managing Stakehold Expectations
Market Research
Negotiation Strategies and Techniques
Performance Based Acquisition: Preparing Work Statements
Performance-Based Contract Administration
Project Management
Project Management Principles
Risk Management in Acquisitions
Scrum Product Owner: A Federal Approach
Service Contract Labor Standards Statute Overview
Simplified Acquisition Procedures
Source Selection
Source Selection Debriefing Procedures Workshop
Statement of Work (SOW) Workshop
Task and Delivery Order Contracting
The Anti-Deficiency Act
The Trifecta: Price Analysis, Cost Analysis, and Contract Negotiations
Types of Contracts

Associate's Certificate in Contract Management

This year we will be offering three courses that will earn you an Associate's Certificate in Contract Management from The George Washington University and Strategy Execution. Since 1984, Strategy Execution has partnered with The George Washington University (GW) to deliver professional courses that achieve the highest standard of academic excellence. Students may also apply the credit they've earned by attending these classes to various industry standard certificate programs to achieve or maintain their credentials for:

- National Association of Contract Management (NCMA) – contracting certifications.
- Project Management Institute (PMI) – project management certifications
- International Institute on Business Analysis (IIBA) – business analysis certifications

Courses:

Contract Management Principles and Practices (3 Days) December 11-13, 2018

Contract Pricing	(4 Days)	February 25-28, 2019
Negotiation Strategies and Techniques	(4 Days)	June 24-27, 2019

Master's Certificate in Contract Management

To earn a Master's Certificate in Contract Management you must complete four (4) additional courses offered by Strategy Execution. Upon completion of the program you may add the credential of The George Washington University Certified Contract Manager (GWCCM) to your title.

FY 2019 Training Schedule (Chronological)

START DATE	END DATE	COURSE TITLE	CLPs	FAITAS COURSE #	FAITAS CLASS #	VENDOR
11-13-18	11-14-18	Making Decisions Using Earned Value	16	FPM 446	101	MCI
11-13-18	11-15-18	Advanced Source Selection	24	FQN 446	101	NPI
11-27-18	11-27-18	Market Research	8	FQN 461	101	NPI
11-27-18	11-28-18	Performance Based Acquisition: Preparing Work Statements	16	FQN 485	101	MCI
11-28-18	11-29-18	Risk Management in Acquisitions	16	FQN 484	101	TMS
12-04-18	12-05-18	Managing Multiple Priorities in the Acquisition Environment	16	FQN 457	101	BMRA
12-04-18	12-06-18	Critical Thinking and Problem Solving Techniques for Contracting Professionals	24	FLD 102	101	AMCI
12-11-18	12-13-18	Contract Management Principles and Practices	24	TBD	101	TESE
12-11-18	12-13-18	Source Selection	24	FQN 443	101	BMRA
12-11-18	12-13-18	Managing Performance Based Service Awards	24	FQN 434	101	BMRA
01-29-19	01-31-19	Information Technology Acquisition	24	FQN 432	101	MCI
02-05-19	02-07-19	Critical Thinking and Problem Solving Techniques for Contracting Professionals	24	FLD 102	102	AMCI
02-05-19	02-07-19	Federal Appropriations Law	24	FFM 403	101	Tomanelli
02-07-19	02-07-19	Source Selection Debriefing Procedures Workshop	8	FCL-TREAS-0001	101	Perfena
02-11-19	02-11-19	Justifications and Approvals	8	FCN 803	101	Tomanelli
02-11-19	02-15-19	Contract Negotiation Strategies & Techniques	40	FQN 406	101	MCI
02-12-19	02-12-19	How to Avoid a Bid Protest	8	FCN 440	101	Tomanelli
02-12-19	02-14-19	Fundamentals of Business, Cost, and Financial Management	24	FPM 133	101	MCI
02-13-19	02-14-19	Leadership Skills for Contracting Professionals	16	FLD 146	101	NPI
02-19-19	02-19-19	Types of Contracts	8	FCN 426	101	MCI
02-19-19	02-20-19	Bid Proposal Evaluation Process	16	FQN 436	101	BMRA
02-19-19	02-21-19	Source Selection	24	FQN 443	102	AMCI
02-20-19	02-21-19	The Anti-Deficiency Act	16	FQN 431	101	MCI
02-21-19	02-22-19	Acquisition of Commercial Items	16	FQN 450	101	NPI
02-25-19	02-25-19	Contracting Officer Representative (COR) Refresher	8	FCR 102	101	MCI

START DATE	END DATE	COURSE TITLE	CLPs	FAITAS COURSE #	FAITAS CLASS #	VENDOR
02-25-19	02-27-19	Statement of Work (SOW) Workshop	24	FQN 428	101	MCI
02-26-19	02-28-19	Fundamentals of Contracting	24	FPM 132	101	MCI
02-28-19	03-01-19	Cybersecurity for Contracting Professionals Course	16	FCN 482	101	MCI
03-05-19	03-07-19	A Practical Guide to the FAR	24	FCN 196	102	Tomanelli
03-11-19	03-15-19	Simplified Acquisition Procedures	40	FQN 425	102	Houseman
03-18-19	03-22-19	FAC-COR Level II Training - Contracting for CORs	40	FCR 201	102	Houseman
03-18-19	03-22-19	Managing Contracting Organizations	40	FLD 246	101	MCI
03-19-19	03-19-19	Contracting Officer Representative (COR) Refresher	8	FCR 102	102	Houseman
03-25-19	03-28-19	Fundamentals of Project and Program Management	32	FPM 131	102	MCI
03-26-19	03-26-19	Business Writing for Contracting Officers	8	FCN 140	102	NPI
03-27-19	03-27-19	Annual FAR Update	8	FCN 193	102	Tomanelli
03-28-19	03-28-19	Market Research	8	FQN 461	102	NPI
04-01-19	04-01-19	Annual Review-Hot Issues in Federal Contracting	8	FCN 402	101	Centre
04-02-19	04-03-19	Contract Disputes and Terminations	16	FCN 418	101	MCI
04-02-19	04-04-19	Establishing a Business Mindset	24	FLD 408	101	BMRA
04-02-19	04-04-19	Fundamentals of Business, Cost, and Financial Management	24	FPM 133	102	MCI
04-04-19	04-04-19	Contractor Performance Assessment Reporting System (CPARS) for the Acquisition Workforce	8	FQN 456	101	Centre
04-08-19	04-09-19	Advanced Issues in Multiple Award Schedules	16	FCN 437	101	BMRA
04-09-19	04-10-19	Fundamentals of Leading Projects and Programs	16	FPM 134	101	MCI
04-09-19	04-11-19	Critical Thinking and Problem Solving Techniques for Contracting Professionals	24	FLD 102	103	BMRA
04-10-19	04-11-19	Contract Closeout	16	FCN 421	101	MCI
04-15-19	04-16-19	Cybersecurity for Contracting Professionals Course	16	FCN 482	102	Perfena
04-16-19	04-17-19	Contract Negotiations: The Art and Science of the Deal	16	FCN 439	101	Centre
04-16-19	04-18-19	Contracting with Small Business Concerns	24	FCN 443	102	BMRA
04-16-19	04-18-19	Information Technology Acquisition	24	FQN 432	102	MCI

START DATE	END DATE	COURSE TITLE	CLPs	FAITAS COURSE #	FAITAS CLASS #	VENDOR
04-22-19	04-22-19	Contractor Performance Assessment Reporting System (CPARS) for the Acquisition Workforce	8	FQN 456	102	Perfena
04-23-19	04-24-19	Risk Management in Acquisitions	16	FQN 484	103	TMS
04-23-19	04-25-19	The Trifecta: Price Analysis, Cost Analysis, and Contract Negotiation	24	FCN 428	101	Perfena
04-25-19	04-25-19	Conducting Technical Evaluations	8	FCN 141	101	BMRA
04-29-19	04-30-19	Performance-Based Contract Administration	16	FCN 481	101	MCI
04-30-19	04-30-19	Buy American Act and the Trade Agreements Act	8	FCN 804	102	Tomanelli
04-30-19	05-01-19	Scrum Product Owner: A Federal Approach	16	FPM 464	101	MCI
05-01-19	05-01-19	Types of Contracts	8	FCN 426	102	NPI
05-02-19	05-02-19	Source Selection Debriefing Procedures Workshop	8	FCL-TREAS-0001	102	Perfena
05-05-19	05-06-19	Contracting for Agile Services	16	FPM 423	101	MCI
05-07-19	05-09-19	Contracting with Small Business Concerns	24	FCN 443	101	BMRA
05-07-19	05-09-19	Source Selection	24	FQN 443	103	NPI
05-07-19	05-08-19	Managing Stakeholder Expectations in the Federal Environment	16	FPM 803	101	MCI
05-07-19	05-08-19	Bid Proposal Evaluation Process	16	FQN 436	102	BMRA
05-13-19	05-13-19	How to Avoid a Bid Protest	8	FCN 440	102	Tomanelli
05-13-19	05-17-19	FAC-COR Level II Training - Contracting for CORs	40	FCR 201	103	Houseman
05-14-19	05-14-19	Intellectual Property	8	FCN 423	101	Tomanelli
05-14-19	05-15-19	High Performing Teamwork for the Acquisition Workforce	16	FLD 127	101	BMRA
05-15-19	05-16-19	Performance-Based Contract Administration	16	FCN 481	102	MCI
05-20-19	05-21-19	Cost and Price Realism	16	FCN 071	101	BMRA
05-21-19	05-21-19	Justifications and Approvals	8	FCN 803	102	Tomanelli
05-21-19	05-23-19	Agile PM for the Federal Environment	24	FPM 432	101	MCI
05-22-19	05-23-19	Risk Management in Acquisitions	16	FQN 484	102	BMRA
05-29-19	05-30-19	Agile Requirements: Creating User Stories	16	FQN 470	101	MCI
06-04-19	06-06-19	A Practical Guide to the FAR	24	FCN 196	103	Perfena
06-04-19	06-04-19	Business Writing for Contracting Officers	8	FCN 140	103	NPI

START DATE	END DATE	COURSE TITLE	CLPs	FAITAS COURSE #	FAITAS CLASS #	VENDOR
06-04-19	06-05-19	Fundamentals of Leading Projects and Programs	16	FPM 134	102	MCI
06-06-19	06-06-19	Annual FAR Update	8	FCN 193	101	Tomanelli
06-06-19	06-06-19	Contracting Officer Representative (COR) Refresher	8	FCR 102	103	BMRA
06-18-19	06-19-19	Performance Based Acquisition: Preparing Work Statements	16	FQN 485	102	MCI
06-24-19	06-27-19	Negotiation Strategies and Techniques	30	FQN 410	101	TESE
06-25-19	06-27-19	Administration of Cost-Reimbursement Contracts	24	FCN 480	101	MCI
06-25-19	06-27-19	Evaluating a Contractor's Performance	24	AQN ECP	101	BMRA
07-09-19	07-09-19	Service Contract Labor Standards Statute Overview	8	FQN 448	101	Centre
07-09-19	07-10-19	Contract Closeout	16	FCN 421	102	MCI
07-15-19	07-19-19	FAC-COR Level II Training - Contracting for CORs	40	FCR 201	101	Houseman
07-16-19	07-18-19	Information Technology Acquisition	24	FQN 432	103	MCI
07-17-19	07-17-19	Buy American Act and the Trade Agreements Act	8	FCN 804	101	Tomanelli
07-22-19	07-26-19	Simplified Acquisition Procedures	40	FQN 425	101	Houseman
07-23-19	07-24-19	Leading and Managing High Performing Teams	16	FLD 407	101	MCI
07-23-19	07-24-19	Task and Delivery Order Contracting	16	FCN 425	101	MCI
07-29-19	08-01-19	Fundamentals of Project and Program Management	32	FPM 131	101	MCI
07-30-19	07-31-19	The Anti-Deficiency Act	16	FQN 431	102	MCI
08-06-19	08-08-19	Changes under Government Contracts	24	FCN 438	101	AMCI
08-14-19	08-14-19	Business Writing for Contracting Officers	8	FCN 140	101	AMCI

FY 2019 Training Schedule (Alphabetical)

START DATE	END DATE	COURSE TITLE	CLPs	FAITAS COURSE #	FAITAS CLASS #	VENDOR
03-05-19	03-07-19	A Practical Guide to the FAR	24	FCN 196	102	Tomanelli
06-04-19	06-06-19	A Practical Guide to the FAR	24	FCN 196	103	Perfena
07-09-19	07-11-19	A Practical Guide to the FAR	24	FCN 196	101	Tomanelli
02-21-19	02-22-19	Acquisition of Commercial Items	16	FQN 450	101	NPI
06-25-19	06-27-19	Administration of Cost-Reimbursement Contracts	24	FCN 480	101	MCI
04-08-19	04-09-19	Advanced Issues in Multiple Award Schedules	16	FCN 437	101	BMRA
11-13-18	11-15-18	Advanced Source Selection	24	FQN 446	101	NPI
05-21-19	05-23-19	Agile Project Management for the Federal Environment	24	FPM 432	101	MCI
05-29-19	05-30-19	Agile Requirements: Creating User Stories	16	FQN 470	101	MCI
03-27-19	03-27-19	Annual FAR Update	8	FCN 193	102	Tomanelli
06-06-19	06-06-19	Annual FAR Update	8	FCN 193	101	Tomanelli
04-01-19	04-01-19	Annual Review-Hot Issues in Federal Contracting	8	FCN 402	101	Centre
02-19-19	02-20-19	Bid Proposal Evaluation Process	16	FQN 436	101	BMRA
05-07-19	05-08-19	Bid Proposal Evaluation Process	16	FQN 436	102	BMRA
03-26-19	03-26-19	Business Writing for Contracting Officers	8	FCN 140	102	NPI
06-04-19	06-04-19	Business Writing for Contracting Officers	8	FCN 140	103	NPI
08-14-19	08-14-19	Business Writing for Contracting Officers	8	FCN 140	101	AMCI
04-30-19	04-30-19	Buy American Act and the Trade Agreements Act	8	FCN 804	102	Tomanelli
07-17-19	07-17-19	Buy American Act and the Trade Agreements Act	8	FCN 804	101	Tomanelli
08-06-19	08-08-19	Changes under Government Contracts	24	FCN 438	101	AMCI
04-25-19	04-25-19	Conducting Technical Evaluations	8	FCN 141	101	BMRA
04-10-19	04-11-19	Contract Closeout	16	FCN 421	101	MCI
07-09-19	07-10-19	Contract Closeout	16	FCN 421	102	MCI
04-02-19	04-03-19	Contract Disputes and Terminations	16	FCN 418	101	MCI
05-07-19	05-09-19	Contract Management Principles and Practices	22.5	FPM 467	101	TESE
04-16-19	04-17-19	Contract Negotiation: The Art and Science of the Deal	16	FCN 439	101	Centre
02-11-19	02-15-19	Contract Negotiation Strategies & Techniques	40	FQN 406	101	MCI
02-25-19	02-28-19	Contract Pricing	30	FCN 511	101	TESE

START DATE	END DATE	COURSE TITLE	CLPs	FAITAS COURSE #	FAITAS CLASS #	VENDOR
05-05-19	05-06-19	Contracting for Agile Services	16	FPM 423	101	MCI
04-16-19	04-18-19	Contracting with Small Business Concerns	24	FCN 443	102	BMRA
05-07-19	05-9-19	Contracting with Small Business Concerns	24	FCN 443	101	BMRA
04-04-19	04-04-19	Contractor Performance Assessment Reporting System (CPARS) for the Acquisition Workforce	8	FQN 456	101	Centre
04-22-19	04-22-19	Contractor Performance Assessment Reporting System (CPARS) for the Acquisition Workforce	8	FQN 456	101	Perfena
02-25-19	02-25-19	Contracting Officer Representative (COR) Refresher	8	FCR 102	101	MCI
03-19-19	03-19-19	Contracting Officer Representative (COR) Refresher	8	FCR 102	102	Houseman
06-06-19	06-06-19	Contracting Officer Representative (COR) Refresher	8	FCR 102	103	BMRA
05-20-19	05-21-19	Cost and Price Realism	16	FCN 071	101	BMRA
12-04-18	12-06-18	Critical Thinking and Problem Solving Techniques for Contracting Professionals	24	FLD 102	101	AMCI
02-05-19	02-07-19	Critical Thinking and Problem Solving Techniques for Contracting Professionals	24	FLD 102	102	AMCI
04-09-19	04-11-19	Critical Thinking and Problem Solving Techniques for Contracting Professionals	24	FLD 102	103	BMRA
02-28-19	03-01-19	Cybersecurity for Contracting Professionals	16	FCN 482	101	MCI
04-15-19	04-16-19	Cybersecurity for Contracting Professionals	16	FCN 482	102	Perfena
04-02-19	04-04-19	Establishing a Business Mindset	24	FLD 408	101	BMRA
06-25-19	06-27-19	Evaluating a Contractor's Performance	24	AQN ECP	101	BMRA
03-18-19	03-22-19	FAC-COR Level II Training – Contracting for CORs	40	FCR 201	102	Houseman
05-13-19	05-17-19	FAC-COR Level II Training – Contracting for CORs	40	FCR 201	103	Houseman
07-15-19	07-19-19	FAC-COR Level II Training – Contracting for CORs	40	FCR 201	101	Houseman
02-05-19	02-07-19	Federal Appropriations Law	24	FFM 403	101	Tomanelli
02-12-19	02-14-19	Fundamentals of Business, Cost and Financial Management	24	FPM 133	101	MCI
04-02-19	04-04-19	Fundamentals of Business, Cost and Financial Management	24	FPM 133	102	MCI
02-26-19	02-28-19	Fundamentals of Contracting	24	FPM 132	101	MCI
04-09-19	04-10-19	Fundamentals of Leading Projects and Programs	16	FPM 134	101	MCI
06-04-19	06-05-19	Fundamentals of Leading Projects and Programs	16	FPM 134	102	MCI
03-25-19	03-28-19	Fundamentals of Project and Program Management	32	FPM 131	102	MCI

START DATE	END DATE	COURSE TITLE	CLPs	FAITAS COURSE #	FAITAS CLASS #	VENDOR
07-29-19	08-01-19	Fundamentals of Project and Program Management	32	FPM 131	101	MCI
05-14-19	05-15-19	High Performing Teamwork for the Acquisition Workforce	16	FLD 127	101	BMRA
02-12-19	02-12-19	How to Avoid a Bid Protest	8	FCN 440	101	Tomanelli
05-13-19	05-13-19	How to Avoid a Bid Protest	8	FCN 440	102	Tomanelli
04-16-19	04-18-19	Information Technology Acquisition	24	FQN 432	102	MCI
07-16-19	07-18-19	Information Technology Acquisition	24	FQN 432	103	MCI
05-14-19	05-14-19	Intellectual Property	8	FCN 423	101	Tomanelli
02-11-19	02-11-19	Justifications and Approvals	8	FCN 803	101	Tomanelli
05-21-19	05-21-19	Justifications and Approvals	8	FCN 803	102	Tomanelli
02-13-19	02-14-19	Leadership Skills for Contracting Professionals	16	FLD 146	101	NPI
07-16-19	07-17-19	Leading and Managing High Performing Teams	16	FLD 407	101	MCI
11-13-18	11-14-18	Making Decisions Using Earned Value	16	FPM 446	101	MCI
03-18-19	03-22-19	Managing Contracting Organizations	40	FLD 246	101	MCI
08-06-19	08-08-19	Managing Multiple Priorities in the Acquisition Environment	16	FQN 457	101	BMRA
12-11-18	12-13-18	Managing Performance Based Service Awards	24	FQN 434	101	BMRA
05-07-19	05-08-19	Managing Stakehold Expectations in the Federal Environment	16	FPM 803	101	MCI
11-27-18	11-27-18	Market Research	8	FQN 461	101	NPI
03-28-19	03-28-19	Market Research	8	FQN 461	102	NPI
06-24-19	06-27-19	Negotiation Strategies and Techniques	30	FQN 410	101	TESE
11-27-18	11-28-18	Performance Based Acquisition: Preparing Work Statements	16	FQN 485	101	MCI
06-18-19	06-19-19	Performance Based Acquisition: Preparing Work Statements	16	FQN 485	102	MCI
04-29-19	04-30-19	Performance-Based Contract Administration	16	FCN 481	101	MCI
05-15-19	05-16-19	Performance-Based Contract Administration	16	FCN 481	102	MCI
11-28-18	11-29-18	Risk Management in Acquisitions	16	FQN 484	101	TMS
04-23-19	04-24-19	Risk Management in Acquisitions	16	FQN 484	103	TMS
05-22-19	05-23-19	Risk Management in Acquisitions	16	FQN 484	102	BMRA
04-30-19	05-01-19	Scrum Product Owner: A Federal Approach	16	FPM 464	101	MCI
07-09-19	07-09-19	Service Contract Labor Standards Statute Overview	8	FQN 448	101	Centre

START DATE	END DATE	COURSE TITLE	CLPs	FAITAS COURSE #	FAITAS CLASS #	VENDOR
03-11-19	03-15-19	Simplified Acquisition Procedures	40	FQN 425	102	Houseman
07-22-19	07-26-19	Simplified Acquisition Procedures	40	FQN 425	101	Houseman
12-11-18	12-13-18	Source Selection	24	FQN 443	101	BMRA
02-19-19	02-21-19	Source Selection	24	FQN 443	102	AMCI
05-07-19	05-09-19	Source Selection	24	FQN 443	103	NPI
05-02-19	05-02-19	Source Selection Debriefing Procedures Workshop	8	FCL-TREAS-0001	101	Perfena
08-01-19	08-01-19	Source Selection Debriefing Procedures Workshop	8	FCL-TREAS-0001	102	Perfena
02-25-19	02-27-19	Statement of Work (SOW) Workshop	24	FQN 428	101	MCI
07-23-19	07-24-19	Task and Delivery Order Contracting	16	FCN 425	101	MCI
02-20-19	02-21-19	The Anti-Deficiency Act	16	FQN 431	101	MCI
07-30-19	07-31-19	The Anti-Deficiency Act	16	FQN 431	102	MCI
04-23-19	04-25-19	The Trifecta: Price Analysis, Cost Analysis, and Contract Negotiations	24	FCN 428	101	Perfena
02-19-19	02-19-19	Types of Contracts	8	FCN 426	101	MCI
05-01-19	05-01-19	Types of Contracts	8	FCN 426	102	NPI

FY 2019 COURSE DESCRIPTIONS

Contracting Officer's Representatives (FAC-COR)

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:

- 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: January 28, 2019 - February 1, 2019

March 18 – 22, 2019

May 13 – 17, 2019

Vendor: Houseman & Associates
FAITAS Course #: FCR 201

FAC-COR REFRESHER

This training course will help experienced Contracting Officer's Representatives/Contracting Officer's Technical Representatives (COR/COTR) keep pace with the rapidly changing acquisition world, while satisfying requirements for refresher/maintenance training. Participants should come prepared to discuss troublesome issues they have encountered while performing their COR/COTR duties.

CLPs: 8
Dates: January 8, 2019
Vendor: Management Concepts Inc.
FAITAS Course #: FCR 102

CLPs: 8
Dates: March 19, 2019
Vendor: Houseman & Associates
FAITAS Course #: FCR 102

This course provides a quick overview of the COR responsibilities highlighting those areas that present problems. It emphasizes critical competency and performance outcomes and oversight responsibilities, support to the contracting officer during the pre and post-award contract phases and how to build a solid COR-contractor relationship.

Learning Objectives:

- Recognize COR responsibilities in acquisition planning.
- List the requirements in preparing a statement of work or statement of objectives.
- Identify COR responsibilities in analyzing and providing contract documents needed to negotiate a contract modification.
- Determine if a change is within contract scope.
- Understand the administrative duties of a COR.
- Know how to develop an effective Quality Assurance Surveillance Plan.
- Identify the role and authority of CORs regarding past performance.
- Understand how to track contract costs and requirements for reviewing contractor invoices.
- Identify how CORs should approach and document non-compliance or poor performance.

CLPs: 8
Dates: June 6, 2019
Vendor: Business Management Research Associates
FAITAS Course #: FCR 102

Acquisition Continuous Learning for 1102s and/or CORs

A Practical Guide to the FAR

This three-day 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: January 8 – 10, 2019

Vendor: Steven N. Tomanelli and Associates

FAITAS Course #: FCN 196

CLPs: 24

Dates: March 5 – 7, 2019

Vendor: Steven N. Tomanelli and Associates

FAITAS Course #: FCN 196

CLPs: 24

Dates: June 4 - 6, 2019

Vendor: Perfena

FAITAS Course #: FCN 196

Acquisition of Commercial Items

This two-day commercial item contracting class utilizes lecture, discussion, case studies, exercises, and a quiz to train contracting personnel on commercial item contracting.

Learning Objectives:

- Identify the purpose of FAR Part 12
- 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”
- Special Requirements for the Acquisition of Commercial Items
- Market Research – Sole Source Acquisitions of Commercial Items – Soliciting Quotations – Request for Quotations – Commercial Pricing FAQs
- Streamlined Procedures for Evaluation and Solicitation for Commercial Items – Commercial Item Contract Administration
- Summarize the impact of FAR Part 12 on the award and administration of contracts covered by that FAR Part

CLPs: 16

Dates: February 21 – 22, 2019

Vendor: Management Concepts Inc.

Administration of Cost Reimbursement Contracts

The purpose of this course is to provide students with the basic understanding of:

- Cost reimbursement contracts
- Administration of cost reimbursement contracts
- Procedures and policies used with cost reimbursement contracts

CLPs: 24

Dates: June 25 – 27, 2019

Vendor: Management Concepts, Inc.

FAITAS Course #: FCN 480

Advanced Issues in Multiple Award Schedules

This two-day workshop that 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:

- Describe the MAS Program and its benefits and goals.
- Identify the similarities and differences between FAR Subpart 8.4 and FAR 15.
- Differentiate between the GSA e-Tools: GSA Advantage, GSA e-Library, GSA e-Buy.
- Recognize the benefits of Schedule BPAs and CTAs.
- Follow ordering guidelines and how to order from the GSA Schedule.
- Define order termination and closeout procedures.
- Understand what agency procurement professionals must know about contractor compliance.

CLPs: 16

Dates: April 8 – 9, 2019

Vendor: Business Management Research Associates

FAITAS Course #: FCN 437

Advanced Source Selection

This course builds on students’ knowledge of source selection by providing an in-depth discussion of the source selection process. The course focuses on the legal basis behind the source selection process, the

elements associated with source selection planning, the development of evaluation factors and standards, preparing proposal instructions that lead to good offeror proposals, exploring proposal evaluation best practices, properly conducting communications with offerors, determining the best value proposal, and conducting effective

Learning Objectives:

- Explain the Congressional intent behind the source selection requirements of FAR part 15
- Evaluate the effectiveness of a written source selection strategy
- Examine and critique evaluation factors and source selection instructions for a given requirement
- Critique a source selection team's proposal evaluation process and recommend improvements
- Make a source selection award decision and justify your rationale

CLPs: 24

Dates: November 13 – 15, 2019

Vendor: Management Concepts Inc.

FAITAS Course #: FQN 446

Agile PM for the Federal Environment

This course is geared toward adopting Agile project management in organizations to improve project delivery and complement and enhance traditional project management rigor. Built from the ground up specifically for the federal workforce, it addresses the application of Agile project management methodologies to a federal environment. It moves beyond Agile's typical focus on software development and information technology (IT) to include applications in acquisition, program management, and non-IT domains.

This course focuses on the idea that project managers are leaders of teams that work with the customer rather than against them, with the emphasis placed on value rather than cost.

CLPs: 24

Dates: January 29 -31, 2019

Vendor: Management Concepts Inc.

FAITAS Course #: FPM 432

Agile Requirements: Creating User Stories

User stories are the basis for defining the functions a business system must provide and facilitating requirements definition on an Agile project. User stories emphasize the needs of the customer in developing a product via story cards, personas, and role cards.

In this course, students will learn techniques for story gathering and how to map them using story boards. Release planning and backlog grooming will help students prioritize user stories to ensure the

work being done is the work that is needed. In addition, the principles and techniques used to develop and estimate user stories will be discussed in class and reinforced through exercises and case studies.

CLPs: 16
Dates: TBD
Vendor: Management Concepts Inc.
FAITAS Course #: FQN 470

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. Coverage of particular agency supplements is included.

CLPs: 8
Dates: January 17, 2019
March 27, 2019
Vendor: Steven N. Tomanelli & Associates
FAITAS Course #: FCN 193

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 2019 and gain a solid understanding of recent events and changes in the contracting world.

CLPs: 8
Dates: April 1, 2019
Vendor: Centre
FAITAS Course #: FCN 402

Bid Proposal Evaluation Process

This course is designed to provide participants with information necessary to conduct formal source selection and streamlined source selections of contracts awarded by negotiation. At the conclusion of this course, Contracting Officers will understand their roles in the evaluation process, especially their charting and oversight of evaluation boards, panels and groups who perform the evaluation.

Learning Objectives:

- 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.
- Lowest Priced Technically Acceptable methodology.
- The rules related to using the best-value process in source selection.
- Developing evaluation factors and scoring methods.
- Negotiation procedures and request of Final Proposal Revisions (FPRs).
- The procedures to follow in the source selection discussion process.

CLPs: 16**Dates: February 19 – 20, 2019
May 7 – 8, 2019****Vendor: Business Management Research Associates
FAITAS Course #: FQN 436**

Business Writing for Contracting Officers

This one-day course is intended to help federal government contracting officers build their knowledge and skills in communicating confidently, efficiently, and effectively to various audiences. Exercises designed to reflect real-world communications challenges will allow students to practice and enhance their business writing skills. Coverage includes identifying the characteristics of effective business writing, writing meaningful feedback, and applying effective writing tips in completing market research and acquisition planning documents.

Learning Objectives:

- Business Writing Rules of the Road
- Writing Feedback
- Business Writing in Acquisition Planning

CLPs: 8**Dates: January 24, 2019****Vendor: Atlantic Management Center, Inc.
FAITAS Course #: FCN 140****CLPs: 8****Dates: March 26, 2019
June 4, 2019****Vendor: Management Concepts Inc.
FAITAS Course #: FCN 140**

Buy American Act and the Trade Agreements Act

OMB Memo M-17-27, released in June 2017, requires all federal acquisition personnel to receive training on the Buy American Act (BAA) and the Trade Agreements Act (TAA). In this one-day class students will learn how to decide whether the BAA or TAA applies, what each of these laws requires the agency and the contractor to do, and when and how to apply the exceptions to the BAA and TAA. The course will be supplemented by discussion of relevant case studies.

CLPs: 8

Dates: January 28, 2019
April 30, 2019

Vendor: Steven N. Tomanelli & Associates

FAITAS Course #: FCN 804

Changes under Government Contracts

This three-day course is designed to explore the nuances of the various changes clauses used in federal contracting. The course also addresses management and negotiation of equitable adjustments, as required by the various changes clauses. Students will be introduced to this content through a variety of cases and classroom discussion.

Learning Objectives:

- Modification of Government Contracts
- Changes and Change Orders
- Acceleration
- Alternative Changes Clause Provision
- Modifications Under other Clauses
- Guidelines for Contract Interpretation
- Profits
- Equitable Adjustment
- Cost Issues
- Profit/Fee Issues
- Proposal Analysis and Negotiation Process Issues
- Pricing Contract Changes

CLPs: 24

Dates: January 15 – 17, 2019

Vendor: Atlantic Management Center, Inc

FAITAS Course #: FCN 438

Conducting Technical Evaluations

This course provides students with the dos and don'ts associated with evaluating technical proposals. It provides steps Technical Evaluation Teams should take in performing evaluations from time of team notification to drafting and providing evaluation reports to the contracting officer and/or the Source Selection Evaluation Board.

Learning Objectives:

- Understand what Evaluation Team Members should do in preparing to review Proposals.
- Documenting Evaluation Team Results and how to resolve differences.
- Determining Contractor Responsibility in Proposal Submissions.
- Recommend a source selection award decision to the source selection authority.
- Notifying Unsuccessful Offerors and supporting the Contracting Officer in Post Award Debriefings.

CLPs: 8

Dates: April 25, 2019

Vendor: Business Management Research Associates

FAITAS Course #: FCN 141

Contract Closeout

Most federal agencies struggle with closing out contracts. This is largely because (1) contracting personnel face this task infrequently and therefore are not as proficient as they may be in other contracting tasks; and (2) it is considered a less important task than other contacting tasks. Closing out a contract can be as critical and challenging a task as awarding the contract itself. This course will arm contracting personnel with the ability to deal effectively with contractors and other agencies and personnel, and to ensure that contracts are completed and closed in accordance with the terms of the contract.

CLPs: 16

Dates: April 10 -11, 2019

July 9 – 10, 2019

Vendor: Management Concepts Inc.

FAITAS Course #: FCN 421

Contract Disputes and Terminations

Contract terminations and disputes are the most problematic aspects of contract administration for both the government and the contractor. At the time of contract award, neither party expects that the contract will be terminated prior to its scheduled completion date or that the parties will be filing one or more

claims against each other. When such events do occur, success will go to the party that is better prepared. This two-day course prepares government personnel to deal effectively with the complex issues that arise when a contract is terminated or a claim is submitted. In addition to addressing the many procedural rules that could mean the difference between success and failure, this course merges the discussion of terminations and contract disputes so the student can gain a better appreciation of the many ways in which these two processes are interrelated.

CLPs: 16

Dates: April 2 – 3, 2019

Vendor: Management Concepts Inc.

FAITAS Course #: FCN 418

Contract Management Principles and Practices

Project managers, contract managers and other professionals involved in the world of contracts must be able to work effectively together with customers, contractors, and subcontractors to accomplish key organizational objectives. Because contracts are developed in an increasingly complex environment, including the rising use of contracted supplies and services throughout government and industry, a solid understanding of the contracting process is critical and can give you an advantage whether you are on the buyer's or seller's side

CLPs: 24

Dates: December 11 – 13, 2019

Vendor: TwentyEighty Strategy Execution TESE

FAITAS Course#: TBD

Contract Negotiations Strategies & Techniques

This training course provides students with the knowledge and skills to successfully negotiate the best value for the government. Students will learn win-win negotiation techniques, methods to counter win-lose techniques, and will apply these skills in a wide range of mock negotiation exercises.

CLPs: 40

Dates: February 11 – 15, 2019

Vendor: Management Concepts Inc.

FAITAS Course #: FQN 406

Contract Negotiations: The Art and Science of the Deal

This course provides participants with negotiation frameworks and methods relevant to Federal contracting and the current acquisition environment. Frameworks, methods and specific techniques are previewed and then put into practice in structured, observed and critiqued role-play scenarios. Scenarios

are based on acquisition life-cycle events and circumstances such as requirements management, contract formation, discussions and negotiations, performance management and problem resolution.

The course is geared toward those involved or expected to be involved in federal contract related negotiations including Contracting Officers, Contract Specialists, Contracting Officer Representatives Program Officials, Program Managers and others.

Students are encouraged to bring examples of their own negotiation challenges for use in real-life exercises. Ample time is allowed to tailor discussion to unique experiences and problems.

Learning Objectives:

- Choose the right style and strategy for the situation
- Be familiar with negotiation frameworks and pros/cons of their use
- Understand steps to take to prepare for negotiations
- Be familiar with a variety of negotiation techniques and best practices
- Understand and practice in a classroom setting: Planning for a negotiation
- Conducting exchanges prior to negotiations
- Conducting discussions and negotiating with offerors
- Problem resolution during contract performance
- Documenting Negotiations

CLPs: 16

Dates: April 16 – 17, 2019

Vendor: Centre Law & Consulting, LLC

FAITAS Course #: FCN 439

Contract Pricing

This course offers you a comprehensive, practical approach to establishing and evaluating prices for government contracts. You'll receive thoroughly up-to-date coverage of The Federal Acquisition Streamlining Act of 1994 and the Clinger-Cohen Act on key pricing issues. Plus, you'll learn about updates to the Truth in Negotiations Act and the Federal Acquisition Regulation (FAR) cost principles and about the unique challenges you face when pricing commercial items.

CLPs: 32

Dates: February 25 – 28, 2019

Vendor: TwentyEighty Strategy Execution

FAITAS Course #: TBD

Contracting for Agile Services

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 5 – 6, 2019

Vendor: Management Concepts Inc.

FAITAS Course #: FPM 423

Contracting with Small Business Concerns

One of the major tenants of Federal Contracting as enacted by Congress is preference shown to US small business concerns. Agencies are assigned specific small business (SB) goals and success or failure of SB goals is reported annually by the Small Business Administration. Therefore, contracting officers by statute and preference work hard to achieve Agency socio-economic goals. Students will understand the socioeconomic categories, how to encourage further growth in small business and FAR SB policies and procedures.

Learning Objectives:

- Describe the different socioeconomic programs required by the Federal Acquisition Regulation (FAR).
- How to encourage Small Business set-asides.
- Documentation of Small Business Set-aside Decisions.
- FAR Small Business Requirements and Policy.

- Mandatory Use of Small Businesses.

CLPs: 24

Dates: January 22 – 24, 2019

April 16 - 18, 2019

Vendor: Business Management Research Associates

FAITAS Course #: FCN 443

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

Contractor performance evaluation is an integral component of performance management and accountability for results. It is a process for documenting contract requirements and evaluation of contractor achievement of results during performance. Effective contractor performance evaluation provides an objective and comprehensive methodology to getting results, which in turn helps the Government focus needed resources on planning, focused monitoring and surveillance, and effective remedies when performance fails to achieve contract requirements. This course focuses specifically on the requirements for documenting performance matters in CPARS and FAPIIS.

Learning Objectives:

- Explain FAR requirements for evaluation of contractor performance
- Identify roles and responsibilities during the evaluation process
- Identify key areas for evaluation
- Evaluate a contractor's performance using specific evaluation factors and ratings
- Document the results via the Contractor Performance Assessment Report (CPAR) using effective and appropriate narratives
- Evaluate and document performance issues associated with business integrity matters, such as responsibility determinations and other contractor compliance matters reported in Federal Awardee Integrity and Information System (FAPIIS)
- Explain how the CPAR System (and the underlying Past Performance Information Retrieval System (PPIRS) works and how information is used for subsequent source selections.

CLPs: 8

Date: April 4, 2019

Vendor: Centre Law & Consulting, LLC

FAITAS Course #: FQN 456

CLPs: 8

Date: April 22, 2019

Vendor: Perfena

FAITAS Course #: FQN 456

Cost and Price Realism

Contracting officers are being called upon more and more to make cost and price realism decisions. This class will provide the basics of cost and price realism and how contracting officers should document their decisions. Students will learn basic accounting and analysis techniques that Contracting Officers use to determine if proposal prices and costs are realistic.

Learning Objectives:

- Understand the difference between cost and price analysis.
- Identify sources for help in determining if proposal prices are realistic.
- Explain the legal basis for contract pricing efforts.
- Learn, through exercises how to determine and document cost and price realism analysis.
- Understand the elements that go into determining a realism analysis, e.g., staffing, material, overhead.
- Understand the documentation requirements to support a good realism decision.

CLPs: 16

Dates: January 9 – 10, 2019

Vendor: Business Management Research Associates

FAITAS Course #: FCN 071

Critical Thinking and Problem Solving Techniques for Contracting Professionals

This workshop is designed to develop the analytical and critical thinking skills of key contracting and technical professionals who can apply those skills on critical acquisition issues. Participants will learn how to identify, define and resolve issues; make decisions based on objective criteria; develop step-by-step plans to effectively implement decisions; and facilitate collaboration and teamwork in problem solving and decision making.

Learning Objectives:

- Explain the importance of critical thinking and problem solving in acquisition competencies matrix
- Leverage current theories on human thought to improve your performance and that of your team members
- Discriminate between the different types of 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
- Effective techniques for collaboration during Team/Staff/Group Problem-Solving & Decision-Making

CLPs: 24
Dates: April 9 – 11, 2019
Vendor: Business Management Research Association
FAITAS Course #: FLD 102

Critical Thinking and Problem Solving Techniques for Contracting Professionals

How often do you think about how you think? Critical thinking helps people make decisions, take action, and develop beliefs based on rigorous and skillful use of information, experiences, observations, and logic. The combination of critical thinking and problem solving skills allow people to continuously improve their work processes and eliminate stumbling blocks to their performance and satisfaction at work. The tools covered in this workshop can help both teams and individuals to overcome barriers to critical thinking and creativity, visualize a process, pinpoint problems, find their causes, and determine the necessary solutions. Participants will learn how to think before they think, to be able to choose the best tools and techniques for each situation. Course Objectives:

After this workshop, participants will be able to:

Learning Objectives:

- Question their steps in their thinking process
- Consider the necessary facts
- Test their assumptions and avoid unbiased judgment
- Use a logical and rational thinking process
- View a situation from 6 different perspectives
- Map a work process, to uncover inappropriate, inefficient, or redundant steps
- Generate more creative ideas
- Create and then focus a team on a specific, shared problem definition
- Identify and organize the root causes of your problems
- Use data to determine the frequency and impact of your problem's root causes
- Identify creative problem solutions and action plans
- Strategically plan for how you will roll out your solution, planning for both helping and hindering forces
- Employ a variety of specific, hands-on techniques, designed to change your perspective and subsequently generate new ideas, solution sets, and unique insights on purpose

CLPs: 24
Dates: December 4 – 6, 2018
February 5 – 7, 2019
Vendor: Atlantic Management Center, Inc.
FAITAS Course #: FLD 102

Cybersecurity for Contracting Professionals

Learn how to safeguard your contracts by gaining an understanding of today's rapidly changing cybersecurity regulations and the impact on the contracting world. Apply critical thinking skills when assessing cyber risk to ensure compliance throughout the contracting cycle. Complete this essential training course and return to work as a champion for effective cybersecurity risk management practices. Note: This course is focused on government and contractor systems and the sharing of controlled unclassified information (CUI) as part of the acquisition process.

CLPs: 16

Dates: January 15 – 16, 2019

Vendor: Management Concepts, Inc.

FAITAS Course #: FCN 482

CLPs: 16

Dates: April 15 – 16, 2019

Vendor: Perfena

FAITAS Course #: FCN 482

Establishing a Business Mindset

This course will help federal government professionals understand and apply business solutions to daily problems. You will learn to leverage variables related to the business environment, business thinking, business interactions and business outcomes for project, organizational, personal and professional success.

Using exercises and applying problem solving techniques students will practice analyzing business situations and applying new skills to common business issues. Students will have the chance to identify their personal and professional goals and how to achieve some of these goals in a businesslike manner.

Learning Objectives:

- Apply business acumen to the Contracting Process.
- Understand how to enhance your contributions to the organization.
- Identify how business analytical techniques can help Contracting Officers adapt to changing variables in a typical business environment.
- Grow your skills in alignment with your personal and professional goals.

CLPs: 24

Dates: April 2 – 4, 2019

Vendor: Business Management Research Associates

FAITAS Course #: FLD 408

Evaluating a Contractor's Performance

The Contractor Performance Assessment Reporting System (CPARS) evaluates a contractor's performance, both positive and negative on a given contract during a specific time. Contractor performance must be based on objective facts and supported by program and management data.

The Government team must start documenting correctly contractor performance from the beginning of each contract period and set about to remedy poor performance immediately when noted. Because of its predictive means, a basic understanding in Earned Value Management will be taught. Additionally, other tools such as Microsoft Project Management and other Gantt or PERT charting methods will be explored. Finally, students will understand some remedy actions such as Stop Work Orders, withholding progress payments, cure notices and finally, terminations.

Learning Objectives:

- Understand how to document contractor performance.
- Appreciate the importance of CPARS and its role in both pre and post contract award.
- Identify the basic elements of EVMs and how they provide predictive performance measurements
- Apply contract tracking techniques such as Gantt or PERT charts.
- Understand how contracting officers can hold contractors accountable through various FAR provide tools and means.

CLPs: 24

Dates: June 25 – 27, 2019

Vendor: Business Management Research Associates

FAITAS Course #: AQN ECP

Federal Appropriations Law

The Principles of Appropriations Law Course will familiarize participants with the basic purposes and principles of the United States federal fiscal law. The course aims to equip the participants with the knowledge of the legal concepts, rules, and practices allowed in the use of appropriated funds. Students will learn the purpose, time and amount restrictions on use of such funds; other conditions for use; as well as liabilities and relief of Accountable Officers; and responsibilities in use of appropriated funds, at both the agency and individual level of accountability. This course references the same body of case law published in GAO's Principles of Federal Appropriations Law (commonly referred to as "The Red Book") and augments the useful information and guidance found in this book.

CLPs: 24

Dates: February 5 – 7, 2019

Vendor: Steven N. Tomanelli & Associates

FAITAS Course #: FFM 403

Fundamentals of Business, Cost, and Financial Management

Earned value management (EVM) is a powerful tool for managing large, mission-critical projects and programs, and is regarded as a project management "best practice" adopted by organizations that must improve project planning, visibility, and control. As mandated by the U.S. federal government's Office of Management and Budget (OMB), EVM is a critical element of capital planning and investment control. When used correctly, earned value (EV) allows organizations to monitor the project plan, actual work, and work completed value to determine if the project is on track. EV tracks how much budget and time should have been spent against the amount of work completed.

This course provides the foundation for effective cost estimating, federal budgeting, and implementing EVM on projects. It 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.

CLPs: 24

Dates: February 12 – 14, 2019

April 2 – 4, 2019

Vendor: Management Concepts, Inc.

FAITAS Course #: FPM 133

Fundamentals of Contracting

Federal 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 provides an introduction to federal contracting and focuses on the three phases of the acquisition life cycle: acquisition planning, contract formation, and performance and administration.

CLPs: 24

Dates: February 26 – 28, 2019

Vendor: Management Concepts, Inc.

FAITAS Course #: FPM 132

Fundamentals of Leading Projects and Programs

Leadership is critical to the success of all high-performing program and project managers. The ability to not just manage, but lead a project is the differentiator in the realization of career goals and attaining the mission of the agency.

This course covers key leaderships skills including holding yourself and others accountable for project results, building relationships, solving problems, managing conflict, communicating effectively, and demonstrating outstanding customer service.

CLPs: 16

Dates: April 9 – 10, 2019

June 4 – 5, 2019

Vendor: Management Concepts, Inc.

FAITAS Course #: FPM 134

Fundamentals of Project and Program Management

Recognize the scientific, management, engineering, and technical skills used in the performance of system planning, research, and development, with an emphasis on performing and managing technical processes as well as the technical management process itself. This includes knowledge of the nature of the requirements development process, decision analysis methods, technical assessment, configuration management, and interface management.

Understand the efficient and cost-effective methods for planning, monitoring, conducting, and evaluating the tests of prototype, new, or modified systems equipment or material, including the need to develop a thorough strategy to validate system performance through measurable methods that relate directly to the requirements and to develop metrics that demonstrate system success or failure.

This course provides the foundation for effective requirements development and systems management. It 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.

CLPs: 32

Dates: January 22 – 25, 2019

March 25 – 28, 2019

Vendor: Management Concepts, Inc.

FAITAS Course #: FPM 131

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 workshop shows you precisely what steps to take to make you more valuable and your team more effective.

Learning Objectives:

- Explain what makes a team have impact
- Leverage current theories on human interaction and emotional Intelligence
- Understand team player styles
- Apply effective teambuilding techniques for government acquisition teams
- Assess the team's strengths and weakness

- Explore techniques to build commitment
- Understand how to deal with conflict and achieve resolution
- Apply effective team communication techniques and tools

CLPs: 16

Dates: May 14 – 15, 2019

Vendor: Business Management Research Association

FAITAS Course #: FLD 127

How to Avoid a Bid Protest

This one-day class will discuss fifteen 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. An overview of the protest process and the agency's response strategies will be discussed. 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: February 12, 2019

May 13, 2019

Vendor: Steven N. Tomanelli & Associates

FAITAS Course #: FCN 440

Information Technology Acquisition

The federal government will spend over \$80 billion on information technology (IT) each fiscal year. Given the criticality of these IT systems (e.g. national health, security, economy), federal agencies must get it right!

This course covers planning, procuring, and managing IT acquisitions and also addresses special considerations such as accessibility and security. Participants will return to work ready to support future IT challenges within their agencies.

CLPs: 24

Dates: January 29 – 31, 2019

April 16 – 18, 2019

Vendor: Management Concepts, Inc.

FAITAS Course #: FQN 432

Intellectual Property

This one-day class provides essential information for government personnel interested in protecting their intellectual property rights. Subjects covered include: Patents under government contracts, the government's authority to authorize patent infringement, copyright and trademark law under government contracts, trade secrets, technical data rights and computer software data rights. The class also covers intellectual property rights under commercial item contracts and includes practical exercises based on actual licensing agreements.

CLPs: 8

Dates: May 14, 2019

Vendor: Steven N. Tomanelli & Associates

FAITAS Course #: FCN 423

Justifications and Approvals

This one-day class covers the three levels of competition applicable to open-market purchases and the competition standards applicable to task orders issued under indefinite-delivery-indefinite-quantity (IDIQ) contracts, including orders issued under GSA Schedule contracts. We will discuss when and how to write a Justification & Approval (J&A) document to justify the use of other than full and open competition, as well as how to write a limited source justification (LSJ) in the context of IDIQ contracts. We will also cover the approval requirements and the requirements to publicize the J&A and LSJ.

CLPs: 8

Dates: February 11, 2019

May 21, 2019

Vendor: Steven N. Tomanelli & Associates

FAITAS Course #: FCN 803

Leadership Skills for Contracting Professionals

Leadership is a journey, not a destination. This workshop is designed with the government employee and work environment in mind. Participants will embark on a motivational journey that affords the opportunity to reassess current leadership practices, learn new approaches, expand understanding against the backdrop of experience, and ultimately define and *invigorate* their own unique leader styles, philosophy and approaches.

Participants can expect to explore articles, book excerpts, case studies, and video presentations by famous authors/leaders with fellow participants as they are *led by a facilitator who is experienced at successfully leading in a government work environment.*

Learning Objectives:

- Define leadership in a government work environment at any level
- Discuss how leadership demands have changed

- Understand how to implement a Values-Based Leadership Approach
- Analyze current leadership techniques
- Explore leadership through multiple examples and mediums
- Evaluate leadership philosophies and strategies
- Adapt leadership style, philosophies and approaches with current ideas, experience and knowledge
- Develop a leadership implementation plan

CLPs: 16

Dates: February 13 – 14, 2019

Vendor: Management Concepts Inc.

FAITAS Course #: FLD 146

Leading and Managing High Performing Team

Project success hinges not only on the effectiveness of the project team and how well they work together, but also on the project manager’s ability to lead and manage the team and focus on people issues. This course provides a unique opportunity to develop core competencies in such people skills as improving self-understanding, assessing the effectiveness of others, team building, leadership, motivation, and conflict resolution. Participants gain a practical understanding of how to assess and sustain effective team performance throughout the project life cycle as well as how to identify and resolve key resource issues.

CLPs: 16

Dates: July 16 – 17, 2019

Vendor: Management Concepts, Inc.

FAITAS Course #: FLD 407

Making Decisions Using Earned Value

Show them the numbers: learn to not only capture data on your project status, but more importantly, to interpret the meaning behind those numbers. Discover keys to identify potential cost and schedule overruns. Grasp the tools and techniques required to compare actual work accomplished against baseline schedules and cost. Identify early warning indicators to gain greater insight into potential risk areas and prepare more accurate completion time and cost forecasts. Recognize what must be done to successfully implement and use earned value management in your organization to evaluate internal and contractor performance.

Earned value management is a powerful tool for managing large, mission-critical projects and programs and is regarded as a project management best practice, adopted by organizations that must improve project planning, visibility, and control. As mandated by the U.S. government's Office of Management and Budget (OMB), earned value management is a critical element of capital planning and investment

control. When used correctly, earned value allows organizations to monitor the project plan, actual work, and work completed value to determine if the project is on track. Earned value tracks

CLPs: 16

Dates: November 13 – 14, 2019

Vendor: Management Concepts, Inc.

FAITAS Course #: FPM 446

Managing Contracting Organizations

This workshop provides contracting managers with the skills needed to successfully manage their responsibilities in a contracting organization. Through self-assessments, case studies, individual and group activities, and action planning, participants identify ways to improve their personal management effectiveness. The workshop concludes with a capstone Management Plan in which participants identify the primary goals they want to accomplish relating to the core responsibilities of the contracting manager.

CLPs: 40

Dates: March 18 – 22, 2019

Vendor: Management Concepts, Inc.

FAITAS Course #: FLD 246

Managing Multiple Priorities in the Acquisition Environment

This 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.

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
- Answers to frequently asked Priority-Setting questions
- How to work for multiple bosses
- Problems you can expect & how to handle them
- Thwarting top time wasters in organization like yours
- How to handle work overload and unrealistic timelines

CLPs: 16
Dates: December 4 – 5, 2019
Vendor: Business Management Research Association
FAITAS Course #: FQN 457

Managing Performance-Based Service Awards

As a result of the Government Performance Results Act (GPRA) and agency interest in obtaining improved contractor performance, agencies are increasing their use of Performance Based Acquisition (PBA) methods to ensure achievement of contractual objectives. The 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, the student will learn how PBA contracting relates to your program and procurement activities. In addition, this course will teach you how to determine if your requirement is a candidate for the PBA contracting method.

Learning Objectives:

- Describes the history, purpose, and benefits of PBA contracting.
- Explain Performance Work Statements (PWS).
- Develop performance indicators, standards and acceptable quality levels.
- Define the roles of various participant in the PBA process.
- Discuss positive and negative incentives used in performance-based contracting.
- Comprehend Socioeconomic and Labor Law Requirements.
- Know Inspection and Administration requirements of Performance Based Service Contracts.

CLPs: 24
Dates: December 11 - 13, 2019
Vendor: Business Management Research Association
FAITAS Course #: FQN 434

Managing Stakeholder Expectations in the Federal Environment

Understanding the unique needs and expectations of project stakeholders—that is, anyone with a vested interest in the outcome of a project—is a critical element in managing successful projects. With the prevalence of cross-functional teams, matrix managed teams, and virtual or geographically dispersed teams, it is even more important to be able to use a stakeholder-based approach in projects and examine what it takes to effectively build and manage relationships with stakeholders.

This course aligns with the *PMBOK® Guide*, Sixth Edition, and focuses on stakeholder identification, stakeholder engagement planning, managing, and monitoring stakeholder engagement. Key inputs, various tools and techniques, and critical outputs are also discussed in great detail. Participants will

practice using tools designed to aid in the discovery and management of stakeholder and team expectations, in addition to learning through interactive discussions and exercises. Participants will also be provided with a Stakeholder Engagement Planner to record specific plans for their real-world projects.

CLPs: 16

Dates: May 7 - 8, 2019

Vendor: Management Concepts, Inc.

FAITAS Course #: FPM 803

Market Research

This course focuses on *implementing* the FAR requirement to conduct market research for all acquisitions exceeding the simplified acquisition threshold or whenever the situation calls for it such as “new requirements” or “limited source justifications.” It focuses on specifying market research needs; performing market research; analyzing data; and preparing a market research report. It identifies high value websites and explores techniques for obtaining industry input. It includes templates for conducting one-on-one vendor meetings, issuing market research announcements, and preparing a market research report.

Learning Objectives:

- Specify market research needs and prepare a market research plan.
- Target market research to identify commercial item availability, commercial and non-commercial item specifications, pricing, source interest and capabilities, existing contract vehicles, level of competition, set-aside viability, or other concerns.
- Identify Government and commercial data bases and how to use them.
- Prepare a "Market Research Meeting with Vendor" letter including a checklist of discussion topics.
- Prepare for and conduct market research by conference call; teleconferencing, and online communication.
- Identify when and how to use a pre-solicitation conference to explore requirement feasibility, assess industry interest, or review draft documents; prepare a conference agenda; and conduct/document the conference.
- Identify when and how to issue a market research announcement including "sources sought" and "vendor qualification."
- Conduct market analysis to determine if market research should be continued, redirected, or concluded.
- Prepare a market research report to adequately document the process and present a logical and compelling set of findings and recommendations.

CLPs: 8

Dates: March 28, 2019

November 27, 2019

Vendor: Management Concepts Inc.

Negotiations Strategies and Techniques

One of the most vital skills required in procurement is the ability to negotiate contracts effectively: contracts, in a wide range of settings, over large and small issues. This course provides a solid battery of strategies, tactics and skills that are effective in contract formation and contract administration negotiations. Every key phase of the negotiation process — from start to finish — is covered in this dynamic course, designed as a hands-on workshop that encourages participants to develop and test their skills.

CLPs: 32

Dates: June 24 – 27, 2019

Vendor: TwentyEighty Strategy Execution

FAITAS Course #: TBD

Performance-Based Acquisition: Preparing Work Statements

This two-day course provides the participant with information and practical guidance on the development and use of performance-based work statements as required by the Federal Acquisition Regulation. It is suitable for all personnel involved in the acquisition process, including contracting officers and contracting officer's representatives.

The coverage includes an overview of the process, the linkage of sections of the contract, setting performance requirements, and the hands-on opportunity to review local problems and situations.

Learning Objectives:

- Introduction to Performance-Based Contracting
- Legislative and Regulatory Requirements
- Developing Requirements Documents
- Developing Quality Assurance Plans
- Monitoring Contractor Performance
- Developing Incentives
- Administration of Performance-Based Contracts

CLPs: 16

Dates: June 18 – 19, 2019

November 27 – 28, 2019

Vendor: Management Concepts, Inc.

FAITAS Course #: FQN 485

Performance Based Contract Administration

This two-day course gives students the basics of contract administration responsibilities from contract award to closeout. Subjects include documentation best practices, post-award orientation, quality assurance, and administration of ID/IQ contracts and basic purchase agreements. Reference material is included in the course manual appendices.

Learning Objectives:

- Contract Administration
- Documentation
- Post-Award Orientation
- Quality Assurance
- Administration of ID/IQ Contracts and Basic Purchase Agreements
- Contract Closeout

CLPs: 16

Dates: January 29 – 30, 2019
May 15 – 16, 2019

Vendor: Management Concepts, Inc.

FAITAS Course #: FCN 481

Project Management

Federal agencies are faced with tight economic conditions, shifting priorities, and public demand to deliver results. Program managers must not only manage multiple projects, but also ensure that those projects align with agency goals—all while maximizing performance and minimizing risk. You will learn best practices for effective program management, including making decisions that accomplish strategic objectives and managing change and risks. A hands-on experience will give you the tools and practice you need to build your expertise and realize program success.

Learning Objectives:

- Increase effectiveness and efficiency as a program manager in a Federal acquisition environment
- Analyze program, project, and portfolio applications within the Federal government
- Explore the program life cycle and identify success factors at each step in the process
- Evaluate the relationship between program requirements and overall success criteria
- Implement various program management tools and techniques
- Apply effective leadership strategies for program management
- Maintain continuous alignment of program scope with strategic objectives
- Analyze differences between program and project risks
- Ensure the quality of project deliverables and their impact on program level management
- Coordinate program and project activities
- Maintain communication with internal and external stakeholders at multiple levels
- Close out a program

CLPs: 24

Dates: March 26 - 28, 2019

Vendor: Management Concepts, Inc.

FAITAS Course #: TBD

Project Management Principles

Whether you are managing a small, low-risk project or a multi-million-dollar initiative, project management tools, techniques, and practices enable you to get the job done—at budget and within deadline. You will gain an understanding of how to apply project management skills to successfully manage projects of various sizes and scope using the project management lifecycle. You will learn foundational content aligned with *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* and apply that knowledge to exercises based around a threaded case study.

Learning Objectives:

- Explain fundamental project management concepts
- Develop a project charter
- Develop components of a project management plan
- Create a communications management plan
- Develop a work breakdown structure (WBS)
- Create a realistic schedule
- Complete project activities given a project budget
- Prepare for change to a project baseline
- Develop a risk plan
- Develop a performance measurement baseline (PMB)
- Monitor and report project status
- Close out a project and capture lessons learned
- Create an on-the-job action plan

CLPs: 24

Dates: April 21 - 23, 2019

Vendor: Management Concepts, Inc.

FAITAS Course #: TBD

Risk Management in Acquisitions

This two-day workshop for government acquisition personnel is designed to give a thorough insight into how a contractor prepares a proposal, how they analyze your requirements document to find the high-cost, high-risk areas. You will also learn not only how to avoid the common mistakes that lead to higher costs, but you will also learn how to anticipate how the contractor, especially technically-oriented contractors, will read your requirements document and how he will prepare his quote. This knowledge will give you immense leverage in keeping the costs down.

Learning Objectives:

- What are the Red Flag's in an RFQ for a contractor?
- How does a contractor read a government requirements document?
- Risk. How does it drive costs and how do your bidders look at risk?
- How to identify the high-risk, high-cost areas in your requirements document and what to do about them
- What language in a PWS/SOW drives costs higher?
- How to identify and target the most costly contract terms and conditions
- Knowing the many options available to keep costs down
- How to find excessive costs and how to negotiate them down

CLPs: 16

Dates: January 22 – 23, 2019

Vendor: Business Management Research Association

FAITAS Course #: FQN 484

CLPs: 16

Dates: April 23 – 24, 2019

November 28 – 29, 2019

Vendor: Technical Management Service, LLC

FAITAS Course #: FQN 484

Scrum Product Owner: A federal Approach

Scrum is the fastest growing Agile project management methodology. The success of a Scrum team comes from its ability to stay focused around iterative development and incremental delivery. The responsibility of a Scrum project falls in the hands of the Product Owner and the challenge becomes how to evaluate and control delivery, communicate across delivery teams, and make the final decisions of when to approve requirements. When the capabilities of the Product Owner are optimized, a Scrum team will experience immediate benefits that lead to improved effectiveness.

This course explores the responsibilities and expectations of the Product Owner role. The best Product Owners are committed to a strategy of constantly improving the product delivery cycle across the federal environment. Students will learn how a Product Owner can infuse federal priorities, goals, and vision into a development team and thereby build highly effective products. Ultimately, the Project Owner is required to effectively manage the product backlog and keep the project moving forward with each iteration.

This class will provide students with the best practices of Agile Product Owner techniques that will transform and empower their organization. With a focus on Agile federal projects, students will learn the role of the Agile Team Product Owner, how to work with an Agile team in a federal environment, the levels of detail of Agile planning, and successes and challenges in a federal environment.

CLPs: 16

Dates: April 30, 2019 - May 1, 2019

Vendor: Management Concepts, Inc.

FAITAS Course #: TBD

Service Contract Labor Standards Statute Overview

The Service Contract Act (including FAR Subpart 22.10, Service Contract Labor Standards, and related regulations) contain some of the most challenging tasks a federal procurement agency faces at a time when it is increasingly outsourcing both simple and complex contracts for services. There are very unique and very separate responsibilities for offerors, awarded contractors, and federal contracting officers. Fair competition, fair and reasonable pricing, and compliant wage and benefit rates are critical in such labor-intensive procurements. And the tasks always begin with the agency-focused decisions of the contracting officer.

This Service Contract Labor Standards for Government Agencies training course is designed to address the specific responsibilities of federal contracting officers. It covers the solicitation processes, award, and administration of covered contracts, and provides federal agency personnel with a comprehensive text that covers more than regulations, Administration Review Board and federal court decisions, and the latest compliance issues from the Department of Labor. You will also learn how to evaluate and process contract price adjustments, process conformance requests, and SCLS contract management issues in our interactive in-class workshops.

CLPs: 8

Dates: July 9, 2019

Vendor: Centre Law & Consulting, LLC

FAITAS Course #: TBD

Simplified Acquisition Procedures

This course provides comprehensive coverage of the rules and procedures for executing simplified acquisitions. It overviews the purchasing environment; identifies each source of supply in terms of who they are, what they offer, and how to obtain goods or services from them. It specifies regulatory dos and don'ts. It covers how to review purchase requests; identify the source of supply; solicit and evaluate quotations; execute purchases using third-party drafts, blanket purchase agreements, purchase cards, and written purchase orders; receive/accept goods and services and authorize payment; and modify orders.

Learning Objectives:

- Distinguish Required from Open Market sources of supply and properly link regulatory requirements and procedures to their use.
- State how purchasing authority is delegated and restricted and identify common purchasing responsibilities.

- Review purchase requests and ensure adequacy of requirement descriptions including delivery requirements and compliance with environmental and Section 508 requirements.
- Screen purchase requests for acquisition through excess property and GSA sources of supply.
- Access GSA Federal Supply Schedules and use GSA Advantage, GSA E-Library, E-Buy, and Special Ordering Procedures.
- Screen purchase requests for potential small business set-asides.
- Comply with Buy American requirements.
- Establish independent contractor and private sector temporary agreements.
- Comply with Department of Labor wage determination requirements.
- Locate open market sources through market research covering Government and industry databases and vendor exchanges.
- Solicit quotations and issue orders for commercial items under FAR Part 12 procedures and for noncommercial items under FAR Part 13 procedures.
- Conduct a price analysis and justify price reasonableness.
- Apply best value source selection procedures.
- Prepare for and conduct negotiations with one or more vendors.
- Prepare adequate file documentation and FPDS input.
- Apply purchasing methods including third-party drafts, purchase cards, BPAs, and POs.
- Cite the legal conditions of a purchase contract.
- Ensure adequate inspection and acceptance of goods and services and ensure timely payment.
- Process modifications, terminations, other administrative actions.
- Ensure the integrity of the purchasing process.

CLPs: 40

Dates: January 14 – 18, 2019
March 11 – 15, 2019

Vendor: Houseman & Associates

FAITAS Course #: FQN 425

Source Selection

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

Learning Objectives:

- Understand Formal Source selection procedures involving the responsibilities of boards, councils, panels or groups who perform the evaluation.
- Determine evaluation procedures used in selection, including, clarifications, disposition of deficient proposals, and discussions with the source selection organization and the offerors.
- Identify the Lowest Priced Technically Acceptable methodology.
- Understand the rules related to using the best-value process in source selection.
- Develop evaluation factors and scoring methods.

- Analyze negotiation procedures and know about requests of Final Proposal Revisions.
- Understand the proper process to follow in the source selection discussion process.

CLPs: 24

Dates: December 11 – 13, 2018

Vendor: Business Management Research Association

FAITAS Course #: FQN 443

CLPs: 24

Dates: February 19 – 21, 2019

Vendor: Atlantic Management Center, Inc.

FAITAS Course #: FQN 443

CLPs: 24

Dates: May 7 – 9, 2019

Vendor: Management Concepts Inc.

FAITAS Course #: FQN 443

Source Selection Debriefing Procedures Workshop

Designed solely with the government professional in mind, this workshop will provide you with detailed guidance on how to conduct a proper, fair and effective Source Selection Process Debrief. This workshop provides the tools, resources, examples and techniques to provide timely and thorough debriefings with the aim of deterring protests, increasing competition, encouraging offerors to continue to invest resources in the Government marketplace, and enhancing the Government's relationship and credibility with Industry.

Learning Objectives:

- Post-Award Debrief Process
- Case Studies and Scenarios Your Team is Likely to Encounter
- Roles and Responsibilities
- Legal Issues of Giving a Debrief – How to Avoid the Common Pitfalls that can Lead to Protest
- The Regulations
- Electronic vs. Phone vs. In-Person Debriefing Techniques and Considerations
- Tips and Techniques to make you documentation easier and better!
- Pre-Award Debriefs vs. Post-Award Debriefs
- Receive a Debriefing Agenda and Outline
- How to Deal with Successful Offerors
- How to Deal with Unsuccessful Offerors
- Answering Questions from Offerors
- Questions to Anticipate and How to Prepare for Them
- What Information You Can NOT Disclose

CLPs: 8
Dates: February 7, 2019
May 2, 2019
Vendor: Perfena
FAITAS Course #: FCL-TREAS-0001

Statement of Work (SOW) Workshop

The statement of work (SOW) can make or break an acquisition, so let's learn to do it right! Participants of this intensive, hands-on workshop will practice writing each part of the SOW. But their learning won't stop with the writing. Participants will also examine SOWs from a contractor's perspective: What questions will a contractor have upon reading the SOW? What inconsistencies cause confusion? What makes a requirement unclear? Through their analysis, participants will learn best practices for ensuring their SOWs communicate to their intended audience in order to achieve the best value for their acquisitions. Finally, participants will learn how a SOW lives on for the length of the contract. By analyzing legal cases that hinge on the wording of the SOW, participants will grasp the importance of their upfront work and the impact in terms of cost, schedule, and quality. Participants will leave well-armed to write a SOW that reflects actual requirements, elicits competitive proposals, and guides contractor performance—that is a winning SOW!

CLPs: 24
Dates: January 8 – 10, 2019
Vendor: Management Concepts, Inc.
FAITAS Course #: FQN 428

Task and Delivery Order Contracting

This training course addresses the planning, use, and administration of task and delivery orders. Participants 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.

CLPs: 16
Dates: July 23 – 24, 2019
Vendor: Management Concepts, Inc.
FAITAS Course #: FCN 425

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 services (about which seminar participants will be thoroughly informed), and the most instructive ADA violations from 2007-2017 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: February 20 – 21, 2019
July 30 – 31, 2019**

Vendor: Management Concepts, Inc.

FAITAS Course #: FQN 431

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 may engage in reinforcement exercises such as performing a simulated contract award through the application of cost analysis, participating in a simulated negotiation using cost analysis, and/or 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: April 23 – 25, 2019

Vendor: Perfena
FAITAS Course #: FCN 428

Types of Contracts

Correct selection of contract type is largely a result of perception of risks and is crucial to the success of an acquisition. This course provides participants with an overview of the contract types most frequently used in federal contracting, as well as the basic principles and limitations governing their use.

Participants will leave the class understanding the conditions for use of various contract types and will be able to select the appropriate type of contract for their acquisitions.

CLPs: 8

Dates: February 19, 2019
May 1, 2019

Vendor: Management Concepts, Inc.

FAITAS Course #: FCN 426