

Treasury

Acquisition

Institute

**FISCAL YEAR 2013
COURSE CATALOG**

ESTABLISHED 1993





Dear Treasury Acquisition Institute (TAI) Customer:

The TAI is pleased to announce the arrival of our Fiscal Year 2013 Course Catalog. As our valued customer, we continue to listen to your needs and deliver high quality training solutions. This year will have added the following to our course offerings:

Applied Earned Value Management for Contracting Professionals
Best Value Source Selection
Business Analysis & Decision Making in Contracting
Contract Administration
Contract Closeout
CON 243 – Architect & Engineering (A&E) Services Contracting
CON 244 – Construction Contracting
Incentive and Award Fee Workshop
Management of IT Service Contracts
Negotiation Skills for Contracting & Collaboration Management
Project Management for Contracting Professionals
Prompt Payment Act & Voucher Examination

Our schedule of offerings is designed to meet the needs of the changing federal acquisition environment, to provide training for required certification standards, to address the competencies needed for success, and ultimately, to develop world-class acquisition professionals.

One thing that remains unchanged is our commitment to excellence in our customer service and support.

Thank you for your continued support. We look forward to continuing our partnership in helping you achieve your professional success.

Sincerely,

TAI Staff



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PROGRAM OVERVIEW & GENERAL INFORMATION

For additional program and registration information, please visit the TAI website:

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

Internet: <http://www.irs.gov/opportunities/procurement/article/0..id=125419.00.html>

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.

Mission Statement

The mission of TAI is to provide ongoing training and development for the Department of the Treasury procurement and acquisition professionals.

Doing Business with the TAI

TAI serves many government agencies and bureaus such as the Environmental Protection Agency, Customs and Border Protection, the Bureau of Engraving and Printing, and the Department of Health and Human services to name a few. If your agency/bureau is interested in attending a TAI course, please contact Rhonda Stewart at (202) 283-1138 or via email at Rhonda.L.Stewart@irs.gov for information about establishing an Interagency Agreement with TAI.

Course Location and Hours

The Treasury Acquisition Institute, located at 6009 Oxon Hill Road in Oxon Hill, Maryland, is the training location for all TAI courses. The location is very easy to find and includes free parking.

Classes begin at 8:00 am and end at 4:00 pm unless otherwise noted on the registration confirmation.

IRS Employees

TAI is your preferred training provider. You should apply for classes held at TAI before considering other training providers. If the dates offered by TAI are not conducive to your work schedule, then you should consider other training providers.

How to Register for TAI Classes

The Federal Acquisition Institute Training Application System (FAITAS) is used to register for all Treasury Acquisition Institute (TAI) courses.

Frequently Asked Questions for FAITAS are located at <https://www.atrrs.army.mil/faitas/External/FAQ>.

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

You must create a profile prior to performing any actions in FAITAS.

CREATING A PROFILE IN FAITAS:

Before you begin – Internet Explorer 8 (IE8) is required to access FAITAS. If you have IE8, please proceed with creating a profile as follows:

1. Open Internet Explorer and go to the Federal Acquisition Institute website: www.fai.gov
2. Click on the “FAITAS v.2” link along the top menu.

Security Certificate Error Message: If you are experiencing technical difficulties with accessing FAITAS, it is because of your agency's internal firewalls. Please contact the IT Help Desk and provide the following guidance so they may assist you with gaining access:

Download the new DOD Certificates at <http://dodpki.c3pki.chamb.disa.mil/rootca.html>. A “File Download” window should appear; click ‘Open’. In the following window, “Certificates”, left-click the C:\DOCUMENTS AND SETTINGS folder, then double left-click the ‘Certificates’ folder. Scroll to the bottom and double click the last certificate in the list: DoD Root CA 2’, and click ‘Install Certificate’. Left-click ‘Next >’ in the Certificate Import Wizard and ‘Next’ again, while the radio button next to ‘Automatically select the certificate store based on the type of certificate’ is highlighted (this option should already be selected). Lastly, click ‘Finish’ to install the certificate.

After you install the Root CA, add the FAITAS 2.0 homepage to your trusted site list. Please be advised that **you may need to reinstall the certificate if you receive any updates to your computer system.**

If you are an IRS employee and continue having a problem getting assistance with the security certificate, please contact the FAC-COR Program Office [*AWSS FAC-COR \(awss.fac-cor@irs.gov\)](mailto:*AWSS FAC-COR (awss.fac-cor@irs.gov)).

3. At the next window, please click “I Agree” to acknowledge that you are accessing a U.S. Government Information System.
4. The FAITAS login screen will appear.
5. Click **“Register Here”** to begin your registration.
6. After entering your email address, you will get a message stating that an email will be sent to you.
7. Close the FAITAS screen and retrieve your email confirmation.
8. Click on the link in the email.
9. At the FAITAS screen, select **“Click here to continue registration process.”**

10. Enter the requested data.

Social Security Number - You will only have to enter your SSN the first time you log in. FAITAS connects to the OPM personnel system where all federal government personnel and training data are maintained. These systems will share data to ensure information is consistent and you are who you say you are. After initial registration, you will not need to enter your SSN again. You will only need to enter your email address and the password you create to log into FAITAS.

ENTERING PROFILE INFORMATION

Home Address

FAI requests the home address to determine where classes should be scheduled based on the location of the majority of students. If you do not feel comfortable providing your home address and phone number, you can provide your work address and phone number in both the home and work sections.

Profile Information:

Acquisition Workforce Member? – You are a member of the acquisition workforce if you are one of the following:

1. 1102-Series
2. FAC-COR Certified
3. FAC-C Certified
4. FAC-PPM Certified

*If you are applying for certification, you must wait until your request is approved before returning to your profile to update this option.

Acquisition Workforce Details:

Do not select “Yes” to being a COR unless you are currently appointed to a specific contract action as a COR.

Supervisor Information

Enter your supervisor's first and last name to search for them. **If the system cannot find your supervisor, it means your supervisor has not yet created a profile in FAITAS.** You can leave this field blank for now and click “Update Information” at the bottom of the page to create your profile, but you will get a message that states that you need to designate a supervisor.

IMPORTANT NOTE: Until your supervisor registers in the system and you designate them in your profile, you will be able to log into the system, but will not be able to register for classes or perform any other functions.

After you create your profile, log out of FAITAS and send an email to your supervisor asking them to register. Once they create a profile, they should notify you via email so you can go back into the system and update your profile with their name.

Supervisory approval is required for any requests in the FAITAS system. FAITAS sends all requests via email to your supervisor first for approval.

REGISTERING FOR A TREASURY ACQUISITION INSTITUTE (TAI) CLASS IN FAITAS

You must first create a profile in FAITAS before registering for a class. Please follow the above instructions and/or use the user guide from the FAITAS Help menu to help you register in FAITAS.

After you have registered in FAITAS, please take the following steps to register for a TAI class:

1. Log into **FAITAS**

2. Select **Manage Career > Training > Search for Training** menu
3. In the **Course Search**, select **Advanced Search**
4. Search by Teaching School: **TAI – Treasury Acquisition Institute**
OR
Search by Location: Select **Oxon Hill, MD**
5. Select the **class**
6. Select **Request Training**
7. Select **Submit Request**

What's Happens After You Submit Your Request?

Treasury Acquisition Institute Notice

If you are submitting a course request in response to an email about **FREE classes**, please disregard the *Treasury Acquisition Institute Notice* pop-up message in FAITAS and proceed with your registration.

IMPORTANT: Your seat in the class is NOT confirmed until you receive an email from training@fai.gov with the subject "Training Request Approved by Federal Acquisition Institute" and/or the status shows "Reserved" in FAITAS.

Your training request will be submitted via email to the supervisor selected in your profile. **Your supervisor must go into FAITAS and approve your request** before it is submitted to the Treasury Acquisition Institute (TAI) Registrar for approval.

You will receive system emails regarding the status of your training request. You can also check in your FAITAS dashboard for a status.

Registrar Information

The Treasury Acquisition Institute has two registrars; please contact either one if you have questions concerning your registration.

Rewa Houston; (202) 283-4873; Rewa.T.Houston@irs.gov

Donald Guy; (202) 283-1292; Donald.I.Guy@irs.gov

Attendance Policy

You are required to attend all scheduled days of your course. If you have to be absent from any portion of the course, notify your supervisor, instructor, and a Treasury Acquisition Institute (TAI) staff member. Significant absences from the classroom will be reported to your supervisor and may result in your not receiving a certificate of completion. Cumulative absences of instructional time may be grounds for failing the class. Students who miss extended periods of time will be required to make-up class work before receiving a certificate of completion.

Withdrawal and Cancellation Policy

If you are unable to attend a class for which you are registered, you must cancel your registration in FAITAS no less than **two weeks** before the class start date (**four weeks** for classes with pre-course work).

Canceling your registration later than the timeframes above, may result in a penalty preventing you from registering for the same course for a period of up to 3 months.

If TAI cancels a course for any reason, we will make every effort to notify all confirmed participants and discuss enrollment in a future session.

Dress Policy

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

Reasonable Accommodations

It is the responsibility of the employee's manager to arrange reasonable accommodations (i.e., interpreter for hearing impaired) for the individual. Requests for reasonable accommodations are to be emailed to Rewa Houston at Rewa.T.Houston@irs.gov or Donald Guy at Donald.I.Guy@irs.gov.

Weather Related Issues

TAI's operating status is the same as the operating status for Federal Employees in the Washington, DC Area. To check operating status in the Washington, DC Area go to the OPM website: http://www.opm.gov/Operating_Status_Schedules/. If the Federal Government is closed, TAI will be closed. If weather conditions prevent you from attending class, we will be happy to reschedule you in a later session.

When weather-related absences affect significant segments of the course, the instructor determines if the missed material will be rescheduled. If a student does not complete the prescribed make-up, no credit will be issued for any part of the course.

Hotel Accommodations, Transportation and Parking

Individuals are responsible for making their own travel arrangements. However, ***please do not make any travel arrangements until*** you receive confirmation of registration.

Hotel Accommodations: The Treasury Acquisition Institute is located in close proximity to the National Harbor, Crystal City and Alexandria, VA. Please visit <http://www.hotels.com> for hotel accommodations in these areas.

Transportation:

Metro Rail Service: The nearest metro rail station is Suitland Metro Station, Green Line.

Metro Bus Service: The metro bus stops in front of the Constellation Centre Building. Information on the metro rail and metro bus systems are available at <http://www.wmata.com>.

Shuttle Bus Service: There is no shuttle bus service to the building.

Taxi Cab Service: The following taxicab services serve the Washington Metropolitan Area:

- Yellow Cab Company of D.C., Inc.
Phone (202) 544-1212
- Maryland Taxi Service
Phone: (301) 277-6000 or (301) 864-7700

Parking: Free Parking is available in the front of the building.

Smoking Policy

Smoking is prohibited in the building. Smokers are asked to use the space provided in the rear courtyard.

FY 2013 COURSE OFFERINGS

1102 Series Mandatory Contracting

CON 120: Mission Focused Contracting
CON 214: Preaward Business Decisions in Contracting
CON 215: Intermediate Contracting for Mission Support
CON 216: Legal Considerations in Contracting
CON 217: Cost Analysis & Negotiation Techniques
CON 218: Advanced Contracting for Mission Support
CON 353: Advanced Business Solutions for Mission Support

Specialized Contracting

A Practical Guide to the FAR
Acquisition of Services under the Service Contract Act
Annual FAR Update
Applied Earned Value Management for Contracting Professionals – **NEW!**
Best Value Source Selection – **NEW!**
Business Analysis & Decision Making in Contracting – **NEW!**
Changes and Equitable Adjustments in Government Contracts – **NEW!**
Commercial Item Contracting
CON 243, Architect & Engineering (A&E) Services Contracting – **New!**
CON 244 – Construction Contracting – **New!**
Contract Administration – **New!**
Contract Closeout – **NEW!**
Contracting with Small Business Concerns
Developing an Independent Government Cost Estimate (IGCE)
Federal Appropriations Law
Federal Budget Process
Government Contract Intellectual Property Workshop – **NEW!**
IDIQ Contracting Techniques
Incentive and Award Fee Workshop – **NEW!**
Management of IT Service Contracts – **NEW!**
Managing Service Level Agreements – **NEW!**
Negotiation Skills for Contracting & Collaboration Management – **NEW!**
Project Management for Contracting Professionals – **NEW!**
Prompt Payment Act & Voucher Examination – **NEW!**

Performance-Based Contracting

Developing Performance-Based Work Statements
Incentives for Performance-Based Acquisition
Managing Performance-Based Service Awards
Performance-Based Services Acquisition Advanced Workshop

Contracting Officer's Representatives (COR)

Annual COR Seminar
Contracting for CORs (FAC-COR Level II Training)
Leadership Skills for CORs
Market Research

FY 2013 Monthly Schedule

Start Date	End Date	COURSE TITLE
OCTOBER 2012		
10/02/2012	10/04/2012	Developing Performance-Based Work Statements
10/09/2012	10/09/2012	Leadership Skills for CORs
10/10/2012	10/10/2012	Market Research
10/10/2012	10/10/2012	Incentive and Award Fee Workshop
10/16/2012	10/17/2012	Best Value Source Selection
10/22/2012	10/26/2012	Contracting for CORs
10/30/2012	11/01/2012	Applied Earned Value Management for Contracting Professionals
NOVEMBER 2012		
11/05/2012	11/06/2012	Contracting with Small Business Concerns
11/05/2012	11/09/2012	Contracting for CORs
11/13/2012	11/14/2012	Management of IT Service Contracts
11/13/2012	11/15/2012	Negotiation Skills for Contracting and Collaborative Management
11/15/2012	11/16/2012	Commercial Item Contracting
11/27/2012	11/29/2012	Performance-Based Services Acquisition Advanced Workshop
11/27/2012	11/29/2012	A Practical Guide to the FAR
DECEMBER 2012		
12/03/2012	12/07/2012	Contracting for CORs
12/04/2012	12/05/2012	Prompt Payment Act and Voucher Examination
12/10/2012	12/14/2012	CON 243: Architect & Engineering (A&E) Services Contracting
12/11/2012	12/13/2012	Developing Performance-Based Work Statements
JANUARY 2013		
01/08/2013	01/10/2013	Developing an IGCE
01/09/2013	01/10/2013	Contract Closeout
01/14/2013	01/18/2013	CON 214: PreAward Business Decisions in Contracting
01/22/2013	01/24/2013	Acquisition of Services Under the Service Contract Act
01/23/2013	01/23/2013	Leadership Skills for the CORs
01/24/2013	01/24/2013	Annual FAR Update
01/28/2013	02/01/2013	Contracting for CORs
FEBRUARY 2013		
02/04/2013	02/05/2013	Best Value Source Selection
02/05/2013	02/07/2013	Project Management for Contracting for Professionals
02/05/2013	02/07/2013	Business Analysis and Decision Making in Contracting
02/06/2013	02/06/2013	Market Research
02/12/2013	02/14/2013	Federal Appropriations Law
02/20/2013	03/01/2013	CON 215: Intermediate Contracting for Mission Support
02/20/2013	02/21/2013	IDIQ Contracting Techniques
02/25/2013	03/01/2013	Contracting for CORs
02/26/2013	02/27/2013	Federal Budget Process

FY 2013 Monthly Schedule

Start Date	End Date	COURSE TITLE
MARCH 2013		
03/12/2013	03/14/2013	Developing Performance-Based Work Statements
03/12/2013	03/13/2013	Prompt Payment Act and Voucher Examination
03/18/2013	03/22/2013	Contract Administration
03/19/2013	03/21/2013	Managing Performance-Based Service Awards
03/25/2013	03/29/2013	CON 216: Legal Considerations in Contracting
03/25/2013	03/29/2013	Contracting for CORs
03/25/2013	03/29/2013	CON 244: Construction Contracting
TBD		Annual COR Seminar – COR Refresher
APRIL 2013		
04/02/2013	04/03/2013	Contract Closeout
04/02/2013	04/04/2013	Federal Appropriations Law
04/08/2013	04/19/2013	CON 120: Mission Focused Contracting
04/09/2013	04/11/2013	A Practical Guide to the FAR
04/10/2013	04/10/2013	Leadership Skills for CORs
04/22/2013	04/26/2013	CON 217: Cost Analysis & Negotiation Techniques
04/23/2013	04/24/2013	Federal Budget Process
04/29/2013	05/03/2013	Contracting for CORs
MAY 2013		
05/01/2013	05/01/2013	Market Research
05/06/2013	05/10/2013	Contracting for CORs
05/07/2013	05/09/2013	Managing Performance-Based Service Awards
05/13/2013	05/23/2013	CON 218: Advanced Contracting for Mission Support
05/14/2013	05/16/2013	Project Management for Contracting Professionals
05/20/2013	05/21/2013	Changes and Equitable Adjustments in Government Contracts
05/20/2013	05/22/2013	Business Analysis and Decision Making in Contracting
05/21/2013	05/22/2013	Contracting with Small Business Concerns
05/28/2013	05/30/2013	The Government Intellectual Property Workshop
05/28/2013	05/30/2013	Negotiation Skills for Contracting and Collaborative Management
JUNE 2013		
06/04/2013	06/05/2013	Management of IT Service Contracts
06/04/2013	06/05/2013	Prompt Payment Act and Voucher Examination
06/10/2013	06/13/2013	Contracting for CORs
06/11/2013	06/13/2013	Business Analysis and Decision Making in Contracting
06/12/2013	06/12/2013	Annual FAR Update
06/17/2013	06/28/2013	CON 353: Advanced Business Solutions for Mission Support
06/18/2013	06/20/2013	Developing an IGCE
06/25/2013	06/27/2013	Managing Service Level Agreements
06/25/2013	06/27/2013	Developing Performance-Based Work Statements
JULY 2013		
07/15/2013	07/19/2013	Contracting for CORs
AUGUST 2013		
08/06/2013	08/08/2013	Developing an IGCE
08/13/2013	08/15/2013	Project Management for Contracting Professionals
08/12/2013	08/16/2013	Contracting for CORs
SEPTEMBER 2013		
09/03/2013	09/18/2013	Federal Appropriations Law
09/09/2013	09/13/2013	Contracting for CORs

FY 2013 COURSE DETAILS

A Practical Guide to the FAR

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

FAITAS Course Number: FQN PGF

Class 101: November 27 – 29, 2012

Class 102: April 9 – 11, 2013

CLPs: 19.5

Audience: Treasury Procurement Professionals

Vendor: Steven Tomanelli & Associates

Acquisition of Services under the Service Contract Act

The Federal government has enacted numerous laws relating to fair labor practices to which employers must adhere. Likewise, the Federal Government in its role as an employer must also adhere to such statutes, regulations and policies. The Federal Acquisition Regulation implements labor policies in the acquisition of professional, technical and other services. This course presents an overview of the history of Federal labor policies as applied to the acquisition of services.

FAITAS Course Number: FQN SCA

Class 101: January 22 – 24, 2013

CLPs: 19.5

Audience: Treasury Acquisition Professionals

Vendor: Perfena

Annual COR Seminar (Held in conjunction with the COR of the Year Awards Ceremony)

The purpose of this seminar is to provide updates on recent initiatives that affect CORs and give practical guidance on implementing these initiatives. Included in the seminar is a review of the COR's roles, core responsibilities for effective contract management and recommendations for promoting strong COR/contractor partnerships.

FAITAS Course Number: TBD

Class 101: TBD

CLPs: 4.0

Audience: Treasury Acquisition Professionals

Vendor: Houseman & Associates

Annual FAR Update

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

FAITAS Course Number: FQN FAR

Class 101: January 24, 2013

Class 102: June 12, 2013

CLPs: 6.5

Audience: Treasury Procurement Professionals

Vendor: Steven Tomanelli & Associates

Applied Earned Value Management for Contracting Professionals



Applied Earned Value Management emphasizes the processes related to the Performance Management Baseline (PMB), the Integrated Baseline Review (IBR) and the American National Standards Institute/Electronic Industries Alliance Standard 748 (ANSI/EIA-748) for Earned Value Management (EVM) systems. You will gain hands-on knowledge of the EVM process and EVM metrics, including Estimates at Completion (EAC), as well as an overview of the EVM process from project development to execution. You will learn to use tools for managing data associated with EVM as they apply to federal acquisition management in the cost contract environment. You’ll also learn EVM skills through hands-on exercises and a multi-part case study that takes you from EVM project baseline formation at the beginning of the project through the challenges of ongoing assessments and reassessments of cost, schedule and performance to the project changes. You’ll end the course with an understanding of project surveillance.

FAITAS Course Number: FQN EVM

Class 101: October 30 – November 1, 2012

Class 102: Cancelled

CLPs: 18

Audience: Treasury Acquisition Professionals

Vendor: ESI



Best Value Source Selection

This course teaches you the critical steps of this source selection process. Learn how federal agencies buy goods and services. Understand the regulatory underpinnings of the competitive process. You will gain a complete understanding of the entire best-value source selection process from acquisition strategy, through best-value tradeoffs, to debriefings and protests.

FAITAS Course Number: FQN BVS

Class 101: October 16 – 17, 2012

Class 102: February 4 – 5, 2013

CLPs: 13

Audience: Treasury Procurement Professionals

Vendor: Centre Consulting

Business Analysis and Decision Making in Contracting



This course is designed to improve agency acquisitions and contractor performance by enhancing Federal employees' understanding of how sound business analysis and decision making apply sound acquisition and contracting principles. Topics covered include:

- Overview of the Acquisition Process
- Critical Thinking
- Business Analysis and its effect on business relationships
- The basics of a successful business relationship
- Strategic business decisions: strategic sourcing
- Spend Analysis
- Risk Analysis
- Evaluating Contractor Responsibility
- Case studies to reinforce the course units

FAITAS Course Number: FCN ADM

Class 101: May 20 – 22, 2013

Class 103: February 5 – 7, 2013

Class 102: June 11 – 13, 2013

CLPs: 19.5

Audience: Treasury Acquisition Professionals

Vendor: Perfena



Changes and Equitable Adjustments in Government Contracts

Professor Ralph C. Nash Jr. wrote the book on government contract changes. Here is an opportunity to spend two days with Professor Nash on this core course in Government Contracts and work through the most definitive and comprehensive coursebook in print on this subject.

- With full coverage of the Changes Clause:
 - What it really means
 - What triggers it
 - Determining its impact on profit
 - Each party's rights
 - Strategies for effective contract administration
 - Other equitable relief
 - Securing prompt & equitable payment
 - Calculating the cost of the change

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

However, no matter how keen your sense of awareness, or how advanced your level of knowledge, Government contract changes is a subject about which you can never know enough. Because it is so active, so volatile, so prone to almost-daily development, that failure to pay it constant court can render

your knowledge obsolete. Or, looking at it from the opposite angle, a dedicated effort to "keep current," without periodic reevaluations of the subject as a whole, can lead to the cliché-situation of having forgotten more than you know.

FAITAS Course Number: FCN CEEGC

Class 101: May 20 – 21, 2013

CLPs: 13

Audience: Treasury Procurement Professionals

Vendor: Federal Publications Seminars – West Publishing Corporation

Commercial Item Contracting

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

FAITAS Course Number: FCN CIC

Class 101: November 15 – 16, 2012

CLPs: 13

Audience: Treasury Procurement Professionals

Vendor: Steven N. Tomanelli

CON 120: Mission Focused Contracting

This course is a comprehensive, hands-on study of the entire acquisition process. Through the use of an integrated case study, this class takes the student from the initial meeting with a customer to contract completion and closeout. This course builds on the knowledge and skills acquired in CON 110, 111, and 112 by giving students an opportunity to apply what they've learned. It is designed for Level 1 students, and emphasizes making informed decisions, problem-solving, and negotiations in support of the customer's mission.

FAITAS Course Number: CON 120 (FED)

Class 101: April 8 – 19, 2013

CLPs: 80

Audience: Treasury Procurement Professionals

Vendor: Northwest Procurement Institute

CON 214: PreAward Business Decisions in Contracting

In this course, you'll build upon your learning from Level I contracting courses and your on-the-job experiences to gain the knowledge and skills essential in making sound preaward business decisions. While the course focuses on these important preaward business decisions, it goes beyond the preaward phase of government contracting to address the ramifications of preaward decisions on the award and postaward phases. Through the course's dynamic lectures and interactive exercises, you'll gain insight into the techniques used for building successful business relationships, conducting source selections and determining contractor responsibility. You'll also explore the benefits of strategic sourcing and spend analysis, the various methods of providing contract financing and subcontracting plan considerations.

FAITAS Course Number: CON 214 (FED)

Class 101: January 14 – 18, 2013

CLPs: 32

Audience: Treasury Procurement Professionals

Vendor: Northwest Procurement Institute

CON 215 Intermediate Contracting for Mission Support

This is an intermediate level course, designed for GS1102 Contract Specialists who have completed Level I contracting training and taken CON 214 - Business Decisions for Contracting. This is a capstone course presented as a case study in which students demonstrate their ability to develop and execute business strategies to meet customer requirements. During this course students will work on developing critical thinking skills, analyzing customer needs, developing procurement strategies, and enhancing source selection skills required for successful contract performance.

FAITAS Course Number: CON 215 (FED)

Class 101: February 20 – March 1, 2013

CLPs: 80

Audience: Treasury Procurement Professionals

Vendor: Northwest Procurement Institute

CON 216: Legal Considerations in Contracting:

This is an intermediate level course, designed for GS1102 Contract Specialists who have completed Level I contracting training and two years of contracting experience. This course focuses on legal considerations in the procurement process. The course introduces basic principles and sources of law relevant to procurement, including fiscal law. The students will address legal issues encountered in contracting such as protests, assignments of claims, disputes, fraud, contractor debt, performance issues, and contract termination.

FAITAS Course Number: CON 216 (FED)

Class 101: March 25 – 29, 2013

CLPs: 32

Audience: Treasury Procurement Professionals

Vendor: Northwest Procurement Institute

CON 217: Cost Analysis & Negotiation Techniques

This course builds on basic pricing skills and introduces methods and techniques necessary to analyze a contractor's cost proposal. The course introduces negotiation strategies, techniques, terminology and styles.

FAITAS Course Number: CON 217 (FED)

Class 101: April 22 – 26, 2013

CLPs: 40

Audience: Treasury Procurement Professionals

Vendor: Northwest Procurement Institute

CON 218: Advanced Contracting for Mission Support

This is an intermediate level course, designed for GS-1102 Contract Specialists who have completed Level I contracting training and CON 214, CON 215, CON 216 and CON 217. This is a capstone course where the students participate in practical exercises involving acquisition planning; cost analysis; negotiation, award and administration of a sole-source research and development contract; and acquisition planning, source selection, award and administration of a competitive production contract. Students will demonstrate their ability to negotiate fair and reasonable prices and to consider the legal implications of various contract situations. The course helps students to develop critical thinking, costs analysis, negotiation and contract administration skills necessary for successful contract performance.

FAITAS Course Number: CON 218 (FED)

Dates: May 13 – 23, 2013

CLPs: 80

Audience: Treasury Procurement Professionals

Vendor: Northwest Procurement Institute



CON 243: Architect & Engineering (A&E) Services Contracting

This is assignment-specific training course designed to provide experienced contracting personnel with the knowledge and skills to apply the unique aspects of contracting for architect-engineer services pursuant to Public Law 92-582, the Brooks Architect Engineer (A-E) Act.

FAITAS Course Number: CON 243 (FED)

Class 101: December 10 – 14, 2012

CLPs: 35

Audience: Treasury Procurement Professionals

Vendor: ESI

CON 244: Construction Contracting



This is an assignment-specific training course designed to provide the student with the knowledge and skills necessary to contract for federal government construction from acquisition planning through closeout.

FAITAS Course Number: CON 244 (FED)

Class 101: March 25 – 29, 2013

CLPs: 35

Audience: Treasury Procurement Professionals

Vendor: ESI

CON 353: Advanced Business Solutions for Mission Support

This is the ten-day intensive Level III Contracting certification course, designed to give advanced students practice in applying the skills and knowledge gained in Level II training and work experience to a realistic scenario. Students will work in teams to develop innovative approaches and sound business solutions to the challenge of local work-related problems and broad and complex acquisition problems. Students will also work in teams to analyze assigned case studies.

FAITAS Course Number: CON 353 (FED)

Class 101: June 17 – 28, 2013

CLPs: 80

Audience: Treasury Procurement Professionals

Vendor: Northwest Procurement Institute

Contract Administration

This training course covers the critical duties performed by contracting personnel during the contract administration phase of the acquisition process, including contracts for commercial items and those using simplified acquisition procedures. After successful completion of this training course, the student will be able to:

- Plan for contract administration
- Conduct a postaward orientation
- Monitor contractor performance and resolve problems
- Select and pursue a formal contract remedy
- Modify contracts and exercise options
- Terminate contracts for convenience, cause, or default
- Close out contracts and recognize fraud

FAITAS Course Number: CON ADM

Class 101: March 18 – 22, 2013

CLPs: 32

Audience: Treasury Procurement Professionals

Vendor: Management Concepts

Contract Closeout



Contract closeout is the most unheralded phase of the procurement process, yet, when performed efficiently and effectively, it can protect the government's interests and free up significant dollars for current-year program priorities.

This practical, two-day course strikes an optimal balance between theory and practice by presenting the regulatory basis for the contract closeout process and then taking participants beyond theory to a real-life perspective on the challenges of actually doing closeout.

Interjected liberally throughout the course are valuable, proven tricks of the trade to help participants overcome the many pitfalls and delays inherent in the closeout of complex contracts. A variety of case studies and exercises will bring the real world of contract closeout to the classroom.

You will leave this course armed with a thorough, up-to-date knowledge of the current rules and practices of contract closeout and a newfound confidence in your ability to apply this knowledge when you return to the office.

FAITAS Course Number: CON CLS

Class 101: January 9 – 10, 2013

Class 102: April 2 – 3, 2013

CLPs: 12

Audience: Treasury Procurement Professionals

Vendor: ESI

Contracting for CORs (FAC-COR Level II Training)

Technical personnel play a vital role in acquiring equipment, systems, and support services by contract for the Government. They prepare the work statement; evaluate proposals; recommend source selection; and, as the appointed Contracting Officer's Representative (COR), review, guide and direct the contractor's performance. Program success relies upon their informed and timely input. Effective contracting requires that technical personnel possess and correctly apply technical and administrative skills. Most technical personnel become involved in acquisitions because of their technical expertise. This course meets the requirements for FAC-COR Level II training and looks to improving agency acquisitions and contractor performance by enhancing their knowledge and practical application of contracting principles.

FAITAS Course Number: COR CON

Class 101: October 22 – 26, 2012

Class 102: November 5 – 9, 2012

Class 103: December 3 – 7, 2012

Class 104: January 28 – February 1, 2013

Class 105: February 25 – March 1, 2013

Class 106: March 25 – 29, 2013

Class 107: April 29 – May 3, 2013

Class 108: May 6 – 10, 2013

Class 109: June 10 – 13, 2013

Class 110: July 15 – 19, 2013

Class 111: August 12 – 16, 2013

Class 112: September 9 – 13, 2013

CLPs: 40

Audience: Treasury Acquisition Professionals

Vendor: Houseman & Associates

Contracting with Small Business Concerns

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

FAITAS Course Number: FCN CSB

Class 101: November 5 – 6, 2012

Class 102: May 21 – 22, 2013

CLPs: 13

Audience: Treasury Acquisition Professionals

Vendor: Steven N. Tomanelli

Developing an Independent Government Cost Estimate (IGCE)

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

FAITAS Course Number: FQN IGCE

Class 101: January 8 – 10, 2013

Class 102: July 23 – 25, 2013

Class 103: June 18 – 20, 2013

Class 104: August 6 – 8, 2013

CLPs: 19.5

Audience: Treasury Acquisition Professionals

Vendor: Perfena

Developing Performance-Based Work Statements (PBWS)

A PBWS is the most important document in the acquisition process. It describes the services/items to be bought and is the baseline for preparing and evaluating bids and proposals and monitoring day-to-day contractor performance. This course emphasizes the procedures and steps in the Federal acquisition process and how they relate to the development of clear, complete, and concise PBWS.

FAITAS Course Number: FQN PBW

Class 101: October 2 – 4, 2012

Class 103: December 11 – 13, 2012

Class 102: March 12 – 14, 2013

Class 104: June 25 – 27, 2013

CLPs: 19.5

Audience: Treasury Acquisition Professionals

Vendor: Perfena

Federal Appropriations Law

This course contains a comprehensive treatment of the most important fiscal law principles private industry and Government personnel must know. The course covers the entire budgetary process, from budget submission to contract for payment - how it moves forward and evolves at each key step.

This course begins with a review of the process by which agencies receive budget authority, the requirement to account for and administratively subdivide appropriated amounts, and the manner in which agencies commit funds and record obligations. In addition, it details the limitations that Congress places on appropriated funds as to time, purpose and amount, and explains how violations of the Antideficiency Act are identified, reported and investigated. This course also covers operations during funding gaps and continuing resolutions, the impact of Federal appropriations law on the rights of contractors, and highlights changes in the process that have resulted from FASA, FARA, and other recent legislation.

FAITAS Course Number: FQN LAW

Class 101: February 12 – 14, 2013

Class 102: April 2 – 4, 2013

Class 103: July 16 – 18, 2013 (Rescheduled for September 3)

Class 104: September 3 – 5, 2013

CLPs: 19.5

Audience: Treasury Acquisition Professionals

Vendor: Steven N. Tomanelli

Federal Budget Process

The Federal budget process profoundly affects any project, contract, grant, or activity that uses federal funds. This course provides comprehensive coverage of the most important Federal budget process principles that government personnel must know. Coverage is provided for the entire budgetary process, from budget submission to contract payment.

This course includes a review of the process by which agencies receive budget authority, the requirement to account for and administratively subdivide appropriated amounts, and the manner in which agencies commit funds and record obligations. In addition, this course details the limitations that Congress places on appropriated funds as to time, purpose and amount, and explains how violations of the Antideficiency Act are identified, reported and investigated. This course also covers operations during funding gaps and continuing resolutions, the impact of Federal appropriations law on the rights of contractors, and highlights changes in the process that have resulted from recent legislation.

FAITAS Course Number: BUS FBP

Class 101: February 26 – 27, 2013

Class 102: April 23 – 24, 2013

CLPs: 13

Audience: Treasury Acquisition Professionals

Vendor: Federal Publications Seminars – West Publishing Corporation

Government Contract Intellectual Property Workshop



This course effectively blends detailed instruction with practical, hands-on exercises that are designed to explain and reinforce the complex legal rules and requirements relating to the origination and allocation of contractors' rights in intellectual property used or arising in the performance of U.S. government procurement contracts. Real world examples and interactive problem-solving exercises provide what purely lecture-based presentations cannot – real time reinforcement that maximizes the educational and practical benefits for each participant.

The purpose of this course is to identify and discuss the statutes and regulations that govern the creation, allocation, and preservation of intellectual property rights under federal government procurement contracts. The course is organized into specific educational modules. Each module starts by presenting the basic rules and regulations relevant to the specific topic of the module and concludes with interactive practical exercises. These interactive practical exercises use real world examples -- fact patterns, negotiating positions, or contract clauses – to highlight the operation of the rules and regulations presented in the module with the goal of developing responses that reflect defensible applications of these legal requirements. Consequently, this approach gives each participant the opportunity to test and reinforce her or his understanding of this material in real time and while in an educational environment.

FAITAS Course Number: FCN GCIPW

Class 101: May 28 – 30, 2013

CLPs: 19.5

Audience: Treasury Acquisition Professionals

Vendor: Federal Publications Seminars – West Publishing Corporation

IDIQ Contracting Techniques

Gain knowledge to effectively set-up and use Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts. Learn when and how to use ID/IQ contracts, how to develop and implement the acquisition strategy, how to get the most out of oral presentations and sample tasks, how to issue task and delivery orders and how to provide vendors a "fair opportunity" to be considered.

FAITAS Course Number: FCN IDIQ

Class 101: February 20 – 21, 2013

CLPs: 13

Audience: Treasury Procurement Professionals

Vendor: Steven N. Tomanelli

Incentive and Award Fee Workshop



Preventing unjustified award fees is among the Congressional priorities for government contract reform. With increased scrutiny of contract flexibilities and abuse-prone contracts, agencies and contractors need to ensure incentive and award-fee contracts are formulated on a solid, measurable baseline, executed and documented by the book.

The Award Fee Workshop will provide attendees with a better understanding of the rules, roles and

principles of Award and Incentive Fee contracts. Interactive coursework provides clear understanding of the application and structure of Award and Incentive Fee contracts. Attendees will strengthen their understanding and gain insight into practical application of the tools and methods used to structure, implement, monitor, and comply with Award and Incentive Fee contracts.

FAITAS Course Number: FCN IAFW

Class 101: October 10, 2012

CLPs: 6.5

Audience: Treasury Procurement Professionals

Vendor: Government Horizons

Incentives for Performance-Based Acquisition

This course will benefit those involved in structuring incentive contracts, including those for performance-based services. Highlights include conditions for use of incentive contracts, limitations on their use, and problems with negotiating and making changes to incentive contracts.

FAITAS Course Number: FQN IPBA

Class 101: Cancelled

CLPs: 13

Audience: Treasury Acquisition Professionals

Vendor: Federal Publications Seminars – West Publishing Corporation

Leadership Skills for CORs

This course is **for experienced CORs**. It provides an introduction to essential leadership skills for the COR, emphasizing the key competencies of flexibility, influencing/negotiating, interpersonal skills, and teamwork. During this full day session, participants will learn through lecture, role-plays, case study and structured activities how to practice leadership behaviors to maximize their success in the COR role.

FAITAS Course Number: FCN COR LEAD

Class 101: October 9, 2012

Class 102: January 23, 2013

Class 103: April 10, 2013

CLPs: 7.0

Audience: Experienced Treasury Acquisition Professionals

Vendor: Dave Houseman & Associates



Management of IT Service Contracts

This course looks to improving contractor performance by enhancing COR knowledge and practical application of IT contract management principles, policies and procedures from contract award through contract completion.

FAITAS Course Number: FQN ITSC

Class 101: November 13 - 14, 2013

Class 102: June 4 – 5, 2013

CLPs: 12

Audience: Experienced Treasury Acquisition Professionals

Vendor: Dave Houseman & Associates

Managing Performance-Based Service Awards

This course is designed to equip government contracting managers with the knowledge needed to maximize the benefits of performance-based service contracts. You will learn to measure and document contractor performance and reach successful contract completion by applying the appropriate incentives.

FAITAS Course Number: FQN MPBSA

Class 101: March 19 – 21, 2013

Class 102: May 7 – 9, 2013

CLPs: 18

Audience: Treasury Acquisition Professionals

Vendor: ESI International

Managing Service Level Agreements

Managing Service Level Agreements (SLA) will outline the major processes and tools of developing and managing SLA as a part of a performance-based service contract. This course is designed to equip the personnel involved in developing and managing SLAs with the knowledge needed to maximize the benefits of performance-based service contracts. You will learn to measure and document contractor performance and reach successful contract completion by applying the appropriate incentives.

The course exercises are based on real-life, performance-based contract management scenarios that take participants beyond a mere review of the process aspects of obtaining effective contractor performance. By completing these practical, interactive exercises, you will have an opportunity to observe the key activities of developing and managing SLAs and apply that knowledge to your day-to-day contracting environment.

Students use various cost estimating processes, methods and techniques which they apply to a case study that compares cost methods. Since the Office of Management and Budget (OMB) requires use of EVM on contracts greater than agency-specific limits, participants will review these federal government requirements, and complete a case study that allows participants to practice applying EVM methodologies to contract management. The course concludes with agency-specific discussions on allocation of funds, agency instructions for financial planning, programming and budget development, as well as budget execution. Participants will discuss agency implementation instructions for OMB-A11.

FAITAS Course Number: FCN MSLA

Class 101: June 25 – 27, 2013

CLPs: 19.5

Audience: Treasury Acquisition Professionals

Vendor: ESI International

Market Research

This course provides the basis for participants to become proactive business partners in the commercial segment of government contracting rather than the more reactive partners envisioned in the traditional government contracting approach. Additionally, the course focuses on important contract administration concepts — emanating from unique commercial contracting clauses and practices — that are very different from business-as-usual government practices.

FAITAS Course Number: FQN MR

Class 101: October 10, 2013

Class 102: February 6, 2013

Class 103: May 1, 2013

CLPs: 7.0

Audience: Treasury Acquisition Professionals

Vendor: Houseman and Associates

Negotiation Skills for Contracting and Collaborative Management



Acquisition professionals use negotiation not only in the contracts setting, but in technical management, personnel and internal management, and interpersonal issues. The ability to communicate across organizational lines is a skill that is crucial to successful collaborative management necessary in today's acquisition environment. This three-day training teaches not only the basic principles and techniques of negotiation, but shows participants how to apply these skills to various situations through lecture, case study, role-play, and hands-on exercises.

FAITAS Course Number: FCN NSCCM

Class 101: November 13 – 15, 2012

Class 102: May 28 - 30, 2013

CLPs: 19.5

Audience: Treasury Procurement Professionals

Vendor: Government Horizons

Performance-Based Services Acquisition Advanced Workshop

Understand how to identify performance standards and develop cost-effective metrics, allocate responsibility for quality control and quality assurance between the Government and the contractor, develop incentive plans that work and effectively administer a performance-based contract.

FAITAS Course Number: FQN PBAA

Class 101: November 27 – 29, 2012

Class 102: Cancelled

CLPs: 19.5

Audience: Treasury Acquisition Professionals

Vendor: Federal Publications Seminars – West Publishing Corporation

Project Management for Contracting Professionals



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

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

FAITAS Course Number: FPM PMCON

Class 101: February 5 – 7, 2013

Class 102: May 14 – 16, 2013

Class 103: July 16 – 18, 2013 (Rescheduled for August 13)

Class 104: August 13 – 15, 2013

CLPs: 18

Audience: Treasury Acquisition Professionals

Vendor: ESI



Prompt Payment Act and Voucher Examination

This course will provide attendees with a better understanding of the tasks involved in preparing, examining and certifying federal payments. Learning objectives include:

- Certify a voucher for completeness and accuracy
- Discuss the liability of certifying officers and the avenues of relief for liability
- Describe the legislative history and list the general requirements of the Prompt Payment Act
- Differentiate between items that are subject to the Prompt Payment Act
- Describe the federal payment process
- Describe benefits of a well-implemented prompt payment process
- Calculate the appropriate due date for an invoice given a mix of factors, including available discounts

- Discuss when a payment cycle should be stopped and how it can be restarted
- Calculate the financial impact of a discount to determine if taking it is the best course of action
- Calculate effective rebate rate
- Calculate interest due on a late payment

FAITAS Course Number: FQN PPA

Class 101: December 4 – 5, 2012

Class 102: March 12 – 13, 2013

Class 103: June 4 – 5, 2013

CLPs: 13

Audience: Treasury Acquisition Professionals

Vendor: Management Concepts