

NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY CON 124 – CONTRACT MANAGEMENT (3 CR.)

Course Description

Teaches the federal contract execution process. Focuses on executing acquisition plans through soliciting industry information, executing contract procedures for acquiring commodities, conducting market analysis, determining fair and reasonable prices, and executing the award of a government contract. Lecture 3 hours per week.

General Course Purpose

Provide the student an introduction to the concepts of executing basic contract procedures for acquiring both commercial and noncommercial requirements, effectively conducting analysis of market data, and determining when a price is fair and reasonable. The course is intended for beginning contract officers and students who are near the beginning of a Contract Management program.

Course Prerequisites/Corequisites

Prerequisite: CON 100.

Course Objectives

Upon completing the course, the student will be able to:

- a) Examine and determine whether a contract request package meets the FAR standards and can be accepted and processed.
- b) Examine and determine the applicable FAR and DFAR method of exchanging information with vendors.
- c) Examine and determine the proper components and procedures for preparing and oral or written solicitation.
- d) Examine and determine the FAR policies and procedures for processing solicitation responses.
- e) Determine the analytical techniques that will be used to evaluate contractors' proposals to ensure that both the Government and contractor get a fair and reasonable price.
- f) Conduct a complete price analysis of a contractor's proposal in order to establish price objective for negotiation.
- g) Evaluate proposals in order to determine the proper elements of a negotiation strategy.
- h) Evaluate, examine and determine the procedures needed for establishing a proper contract award.

Major Topics to be Included

- a) Examination of purchase request packages to verify it contains all the required elements as set forth by the FAR and DFAR.
- b) Determining the reasonableness of the Independent Government Cost Estimate.
- c) Characteristics of early exchanges with industry.
- d) Determining the proper methods and tools for publicizing information or proposed contract actions.
- e) Characteristics of commercial items.
- f) Characteristics of noncommercial items.
- g) Characteristics of contract financing.
- h) Determining the appropriate methods for conducting a price analysis.
- i) Determining the appropriate methods for conducting a cost analysis and determining cost realism.
- j) Information needed for conducting an appropriate cost and price analysis.
- k) Factors within the market that may affect price comparability and price analysis.
- l) Implementing the proper evaluation techniques in order accurately review a contractor's proposal.
- m) Negotiation strategies.
- n) Conditions that may cause the Contracting Officer to reject and cancel bids and or proposals.
- o) Proper use of contractor past performance information.