

**NVCC COLLEGE-WIDE COURSE CONTENT SUMMARY  
CON 237 - SIMPLIFIED ACQUISITION PROCEDURES (3 CR.)**

**COURSE DESCRIPTION**

Teaches use of Simplified Acquisition Procedures (SAPs) utilizing Federal Acquisition Regulations (FAR), Parts 12 and 13. Covers planning a solicitation, evaluating quotes, and selecting a contractor for award.

Lecture – 3 hours per week

**GENERAL COURSE PURPOSE**

This course concentrates on the complete process of Simplified Acquisition Principles. In addition, students will determine whether the small business set-aside requirement applies, explore whether data justifies a decision regarding the extent of competition, and learn the importance of the requirement to maintain an open-market source list.

**ENTRY LEVEL REQUIREMENTS**

CON-100

**COURSE OBJECTIVES**

Upon completion of this course the student will be able to:

- Explain the acquisition/contracting principles for Simplified Acquisition Procedures as described in the Federal Acquisition Regulations.
- Explain the advantages of using SAPs for acquisition.
- Plan a solicitation.
- Evaluate quotes.
- Describe how contractors are selected.
- Determine whether data justifies a decision regarding the extent of competition necessary to comply with best value regulations.

**MAJOR TOPICS TO BE COVERED**

- Concepts of Simplified Acquisition Procedures
- Using SAPs
- Solicitation process
- Quote evaluation
- Maintaining an open-market list