CON 090
Fundamentals of Contracting

4th Estate Summit
September 23, 2009

Presented by
James W. Malloy
LCIC-CM
Agenda

- Vision
- Course Objective
- Course Goal
- Course Design Strategy
- Assessment Strategy
- Milestones
- Deployment Considerations
Vision

• Develop a four week foundational course for new hires or those not DAWIA Level I certified in the contracting career field
  - Complete immersion in the FAR, DFARS, DFARS/PGI
  - Provide knowledge of contracting based on 28 technical competencies and 52 sub-elements deemed most important to the contracting community
Objective

Given a set of contracting facts, the student will support a contracting business position developed through research with emphasis on the Federal Acquisition Regulation System and applicability to contract planning, formation, management and contract pricing.
To ensure that students become familiar with topics contained within FAR Parts 1-53 and as supplemented. Prepare 21st century acquisition workforce to operate successfully in a web enabled environment. FARs/DFARs in classroom will serve as point of reference.
Course Design Strategy

- 4 Modules of Instruction w/associated TLOs/ELOs
  - Module 1
    - Contracting Overview (13 Parts: FAR 1-4, 32-39, 41, 52, 53)
  - Module 2
    - Contract Planning: (15 Parts: FAR 5-12, 16,19, 22-26)
  - Module 3
    - Contract Formation: (7 Parts: FAR 13-15, 17,18, 30-31)
  - Module 4
    - Contract Management: (15 Parts: FAR 27-29, 32,33, 42-51)
  - Pricing integration throughout modules
Module 1 - Overview

Identify the basic principles of government contracting

• Institutional Framework of government contracting
• Federal Acquisition Regulation system
• Source of statutory authority
• Ethics/Improper Business Practices
• Special categories of contracting
• Introduction to Pricing
• Administrative Matters
• Definitions
Describe the policies and procedures associated with acquisition/contract planning

• Market research, methods of procurement, contract types, and socio-economic requirements
• Required sources of supply
• Contractor responsibility
• Small Business assistance
• Pricing arrangements (as pertains to contract type)
• Competition in Contracting Act (CICA)
• Synopsis, pre-solicitation requirements
Describe the policies and procedures for soliciting offers and making awards

- Simplified Acquisition Procedures
- Sealed Bidding
- Contracting by Negotiations
- Source selection
- Pricing
- Multi-year/Options
- Emergency acquisitions
Module 4 – Management

Describe the policies and procedures for post-award management of contractual actions

• Contract administration
• Contract modifications
• Pricing of contract modifications
• Protests, disputes and appeals
• Contract financing and payment
• Contractor performance/QA
• Contract property management
• Contract terminations/close-out
Methods of Instruction

• Limited lecture/facilitated discussion
• Research FAR/DFARS/PGI and web sources (e.g. ACC, AKSS, GAO Reports, DPAP/SS policy directives)
• Reading assignments
• Video presentations
• Interactive activities
• Case studies
• Homework assignments
• Student electronic information tool
Assessment Methods

• Pretest at beginning of each module
• Individual Graded Examinations (4-6)
  – Objective-based
  – Modular (Overview 1, Planning 1, Formation 1, Management 1)
  – Open and closed book, timed exams
  – Questions based on student research of the FAR/DFARS/PGI
• Graded and ungraded quizzes/exercises
# Course Development Plan
## CON 090

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>IPT Kick-off Meeting, Ft. Belvoir, VA</td>
<td>24-26 Mar 09</td>
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<tr>
<td>DPAP/SS Status Brief (Mr. Stuart Haslett/Ms. Delia Adams)</td>
<td>24 Apr 09</td>
</tr>
<tr>
<td>Develop PWS w/CSC (LAD&amp;S Contract)</td>
<td>16 Jun 09</td>
</tr>
<tr>
<td>Refine Course Design Document</td>
<td>6 Jul 09</td>
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<tr>
<td>Content Delivery (ISPs, Test questions, problems handouts, slides)</td>
<td>30 Sept 09</td>
</tr>
<tr>
<td>Instructor pilot #1 DAU-CNE, Fort Belvoir, VA</td>
<td>19-30 Oct 09</td>
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<tr>
<td>Instructor pilot #2 DAU-West, San Diego, VA</td>
<td>30 Nov-11Dec 09</td>
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<tr>
<td>Student pilot #1 DAU-CNE, Fort Belvoir, VA</td>
<td>4-29 Jan 10</td>
</tr>
<tr>
<td>Student pilot #2 DAU-West, San Diego, VA</td>
<td>22 Feb-19 Mar 10</td>
</tr>
<tr>
<td>Final course updates</td>
<td>22-26 Mar 10</td>
</tr>
<tr>
<td>Full FY10 Course roll-out</td>
<td>10 Apr 10</td>
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CON 090 Pilots
FY10

- Two Instructor Pilots – IPT Faculty
  - Oct-Dec Timeframe

Two Student Pilots
- Jan Timeframe
- 1 Offering at CNE
- 1 Offering at MWT or WST (TBD)

Approx Cost Per Student Pilot = $86K

Course to be Deployed in Apr 2010

Estimated Student Pilot Expenses
Per Pilot Offering

<table>
<thead>
<tr>
<th></th>
<th>24 Students</th>
<th>14 Students Travelers</th>
</tr>
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<tbody>
<tr>
<td>Student Pilot Class Size</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avg # of Travelers (24 * .60)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avg Travel &amp; Per Diem Per Traveler (27 Days TDY)</td>
<td>$6,050.00</td>
<td>$84,700.00</td>
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<tr>
<td>Book/Material Expenses Per Student</td>
<td>$50.00</td>
<td>$1,200.00</td>
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Estimated Total Student Pilot Expenses
Per Offering

$85,900.00
Planned CON 090 Offerings FY10

<table>
<thead>
<tr>
<th>Region</th>
<th># of Projected Offerings</th>
<th># of Weeks</th>
<th>Potential Student Throughput</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>CNE</td>
<td>7</td>
<td>28</td>
<td>210</td>
<td>Includes 1 Student Pilot (Jan 2010) 6 Offerings Scheduled from Apr-Sept</td>
</tr>
<tr>
<td>MAT</td>
<td>5</td>
<td>20</td>
<td>150</td>
<td>Offerings Scheduled from Apr-Sept</td>
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<tr>
<td>MWT</td>
<td>9</td>
<td>36</td>
<td>270</td>
<td>Offerings Scheduled from Apr-Sept</td>
</tr>
<tr>
<td>STH</td>
<td>7</td>
<td>28</td>
<td>210</td>
<td>Offerings Scheduled from Apr-Sept</td>
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WST

Cost savings guidance is for the Regions to block rooms at base billeting to assist with keeping student lodging expenses down.

Total

34 136 1,020
<table>
<thead>
<tr>
<th>FY10</th>
<th>Based on 34 Offerings</th>
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|  • No additional classrooms in the Regions.  
  • May need to move (in some Regions) short duration courses/offerings to accommodate the 4 week CON 090 offerings. Funding for rentals will be provided.  
  • 2 sets of laptops per Region. |
| FY11 | Based on 84 Offerings |
|  • Will take a hard look at facility capacity for full year schedule. |
Faculty Resources
# Needed / Hiring Timeframe

- 17 “Band A” new hires
  - Distribution to the Regions TBD
- On-board NLT Dec ‘09
- Average 700 teaching hours per FY
- DAU to hire “Best Players Available” and share instructor resources across the Regions
- 2-4 months to train new faculty

## Hiring Assumptions
- Retired/separating military
- Corporate/private sector hire
- Other Federal Agencies

<table>
<thead>
<tr>
<th>CON 090</th>
<th>FY10 Apr-Sept</th>
<th>FY11 Full Year</th>
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</thead>
<tbody>
<tr>
<td>Offerings</td>
<td>34</td>
<td>84</td>
</tr>
<tr>
<td>Teaching Weeks Per Offering</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Hrs Per Offering</td>
<td>160</td>
<td>160</td>
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<tr>
<td>Platform Hrs</td>
<td>5,440</td>
<td>13,440</td>
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<tr>
<td>Faculty Load</td>
<td>350</td>
<td>700</td>
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<tr>
<td>#Faculty Teaching Weeks</td>
<td>15.5</td>
<td>19.2</td>
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Faculty Resources
CON 090 Teaching Certification

Process

Complete Required FPD Courses
- FPD 1 – Becoming a More Effective Instructor
- FPD 5 – Introduction to Classroom Facilitation

Complete Required Courses
- CON 090 - CR
- CON 100 - DL
- CON 110 - DL
- CON 111 - DL
- CON 112 - DL
- CON 120 - CR

Note: No need to repeat training if proof of successful graduation can be provided.

CON 090 Under Faculty Supervision
- Monitor One Offering in it’s Entirety
- Co-Teach an Offering
- Teach Entire Offering Solo