



Public Seminar Series

Preparing for a Career in Government Contract Management

This document is for potential employers of graduates of this three week program and present employers whose contract management professionals would benefit from a series of classes highlighting the rules and processes governing government prime and sub contracts. This outline provides a topical summary of the subjects addressed in the class and demonstrates the broad exposure the student will receive. This class is more than a “boot camp” or a cursory overview. It is designed with a single objective – give the reasonably intelligent and educated student the background resources and research, exposure to basic concepts, and practical skills to step into the role of a government prime or subcontract administrator and be able to make a positive contribution to the employer on day one. This is not for the advanced contract administrator unless they are seeking a review of the basics, and this class does not prepare the student to sit immediately for the various certification exams. It does, however, provide the basics necessary to begin preparing for the certification exams and provides training credits that are a pre-requisite for those exams. It prepares the student to accept an entry level position in government contracting. Each class is one week in length.

Class One

Government Contract Law

This class is a very intensive review of the Federal Acquisition Regulation, its structure, content, and application. The entire program of classes is three weeks long and this is the most difficult of the three classes.

This particular class will review the legal and regulatory underpinnings of the FAR and the various other federal rules, regulations, policies, and guidance that govern federal procurement. You will gain research knowledge and a fundamental understanding of how the government buys goods and services.

- Agenda Class 1
 - Class Introduction
 - Sources of Procurement Law
 - Introduction to the FAR
 - Essential Elements of a contract
 - General Principles
 - Government Power and Authority
- Agenda Class 2
 - Government and Commercial Differences
 - IFB/RFP/RFQ/RFI
 - Procurement planning, market research, and solicitation development
 - Specifications



- Responsiveness and Responsibility
- Mistakes
- Types of Contracts
- Procurement Ethics
- Agenda Class 3
 - Funding of Government Contracts
 - Progress Payments
 - Partial Payments
 - Assignments
 - Cost Accounting Standards
 - LOF/LOC Clauses
 - Procurement Fraud; Defective Pricing
 - Government Property
- Agenda Class 4
 - Socio-economic Programs
 - Negotiations
 - Contract Interpretation
 - Contract Administration
 - Inspection and Acceptance
 - Delivery and FOB
 - Warranties
 - Changes and Equitable Adjustments
 - Labor Standards
- Agenda Class 5
 - Disputes
 - Government and Contractor Remedies
 - Alternative Dispute Resolution
 - Terminations
 - Delays

Class Two

Commercial Contract Law

This class will expose you to the fundamental underpinnings of commercial law as reflected by the Uniform Commercial Code (UCC). This is a different body of law with different rules than are found in the Federal Acquisition world. You will come to understand and appreciate that the Federal common law and the Uniform Commercial Code are DIFFERENT bodies of law with different rules, different procedures, and different outcomes. You will also understand that the “uniform” part of the name is a bit of a misnomer since, as a function of state law; each state gets to decide exactly how it will govern commerce within its borders. We will then take your knowledge from the first class and compare it to this class to show how a government subcontract presents unique issues since it is a hybrid of the two bodies of law.



Agenda Class 1

- Introduction of Class
- Overview of the UCC
- All 11 Articles
- Article 1 and 2
- Article 2A
- Managing Commercial Contracts

Agenda Class 2

- General Construction of Article 2
- Definitions
- “Goods”
- “Good Faith”
- Contract Formation
- Differences with Common Law
- Business Law and the UCC
- Schools of Jurisprudence and the Legal Environment

Agenda Class 3

- Jurisdiction and Choice of Law
- Ethics
- Forms of Business Entities
- Agency
- Constitutional Law
- Contract Law

Agenda Class 4

- Sales Law
- FAR and the UCC
- Negotiable Instruments
- Torts in Business Law
- Product Liability
- Criminal Law
- Antitrust
- Debtor and Creditor
- Dispute Resolution
- Commercial Purchases by the Government



Agenda Class 5

- Construction of Contracts
- Title, Creditors, Good Faith Purchasers
- Contract Performance
- Breach
- Repudiation
- Adequate Assurances
- Excuse
- Remedies
- “Cover”
- Warranties
- Government Prime Flowdowns
- Compliance Matrices
- Terminations

Class Three Contract Management Basics

This class will empower the student to take the knowledge of the other two classes and actually apply it to the hands-on management of a government prime or sub contract. It will provide a clear understanding of “best practices” necessary to effectively manage contracts, whether at the prime or subcontract level. An emphasis is placed on ensuring that the contract administrator will understand and mitigate the risks arising under or related to contracts they manage. The student will have the fundamental practical knowledge of how to effectively and efficiently plan, develop, solicit, award and administer (including closeout) a contract for goods, services, or data.

One critical aspect of this class is that each student is required to give a stand-up presentation to the class. The ability to address an audience and to inform, educate, persuade, or otherwise influence them is a critical skill in today’s business world. This presentation is a course requirement.

At the conclusion of this class the student should be able to:

- Understand the full end-to-end process of contracting
- Understand the primary “best practices” in government prime and subcontract administration, including risk management
- Stand before a team and address them professionally
- Have greater confidence in managing contracts independent of direct supervision

Agenda Class 1

- Leadership for Procurement Teams
- Contract Forms and Filing Systems
- Purchasing Systems and Customer Approvals



Agenda Class 2

- Contracting Processes
- Pre-award Planning
- Market Research
- Solicitations & Source Selection
- Competition
- Pre-contract Commitments
- Presentation Skills

Agenda Class 3

- Negotiations
- Business Motivations

Agenda Class 4

- Contract Awards and Administration
- Contract Orientation
- Contract Documentation
- Correspondence Control
- Prime Contract Flowdowns
- Subcontract Management
- Quality Control
- Specialized Procurement Processes
- Payments and Cash Flow
- Documenting Changes

Agenda Class 5

- Audits & Investigations
- Closeout and Final Payments
- Terminations
- Class Presentations
- Teams, and Decision Making