

Acquisition Courses

Best Value Source Selection Process

Workshop length: 2 days

Workshop number: DTC09CLS030

Continuing Education Units: 1.6



Description

This workshop provides an overview of the Federal Acquisition Regulation (FAR) part 15. Emphasis will be on best value as a continuum whether using the lowest price technically acceptable (LPTA) or trade-off process. Participants will receive guidance on the latest developments in best value procedures including

- source selection
- evaluation factors
- proposal issuance, and
- award decisions.

Other FAR requirements, Comptroller General, and Board of Contract Appeals decisions will also be discussed to provide examples of how these rules have been interpreted in regard to various requirements and contracting situations.

Workshop Objective

Participants will understand the phases of the best value process.

Who should attend

This workshop is designed for anyone involved in large purchase procurements.

Prerequisite: None

Maximum number of workshop participants: 25

Workshop manager: Jenifer Dewitt

Workshop cost: \$5,200

Public offering: \$275 per student

Contact DLA Training for our same site, back-to-back delivery pricing discount.

DLA Training: 1-800-458-7903, DSN 850-5990, or Commercial 614-692-5990

Buying Green: A Multifunctional Approach to Pollution Prevention

Workshop length: 2 days

Workshop number: DCPSO00R750

Continuing Education Units: 1.6



Description

This workshop provides an overview of Federal pollution prevention initiatives and how they relate to the DOD acquisition process. This course is DOD/Interservice Environmental Education Review Board (ISEERB) approved.

The workshop demonstrates to Federal employees how, through affirmative procurement, we can create markets for recovered materials and environmentally preferred products and services.

The workshop includes a forum to share ideas and success stories. Highlights include:

- Pollution Prevention (P2) Hierarchy
- P2 Executive Orders/Regulations
- Green Procurement Program
- Environmentally Preferred Products
- Life-cycle costing
- Acquisition planning
- Federal Acquisition Regulation (FAR) requirements
- Comprehensive Procurement Guidelines for products containing recovered materials (40 CFR 247)
- Bridging the communication gap between acquisition and environmental staffs

Workshop objectives

- Identify current baseline environmental issues involving acquisition.
- Demonstrate basic knowledge of P2 regulations and Executive Orders pertaining to acquisition.
- Identify five P2 programs addressed by the FAR.
- Explain P2 policies and procedures implemented by the FAR.
- Locate and use FAR provisions and clauses to implement P2 programs.

Who should attend

This workshop is designed for DOD and other Federal employees in the buying community. This includes employees responsible for purchasing or writing specifications to purchase items that can be made from recovered materials or items that offer some other environmentally friendly attribute.



Prerequisite: None

Maximum number of workshop participants: 30

Workshop manager: Gerard Nelson

Workshop cost: \$8,500

Public offering: \$355 per student

Contracting Officer's Representative (COR)

Course length: 5 days

Course number: AQ9COR00025

Continuing Education Units: 4.0



Description

This course provides an introduction to the duties and responsibilities of a COR and emphasizes the functions of the COR as a liaison between the contracting officer and the contractor. There are two major areas of concentration within this course:

- COR appointment
- COR responsibilities

In Part I, participants receive indoctrination to the acquisition and appointment processes, contract terminology, sources of authority, roles, regulations, limitations of responsibility, and penalties for noncompliance.

Part II focuses on the day-to-day tasks of a COR, from establishing a contract file, to monitoring and inspection, to contract closeout.

Participants have an opportunity to practice COR duties using interactive exercises.

This course meets the training requirements outlined in the DOD Standard for COR Certification.

Attendance requirement

100% attendance is a requirement for this course in compliance with DAU policy.

Course objectives

- Identify applicable information in the contract, letter of appointment and work schedule, so that you can plan for and schedule the appropriate contract administration activities.
- Determine the correct time for performing the COR's role in exercising a contract option.
- Identify contractor performance problems in accordance with contract requirements.
- Select correct courses of action to take in accordance with COR authority and contract requirements.
- Select courses of action that do not violate the Standards of Conduct and the Joint Ethics Regulations.
- Verify invoices and properly report contractor performance in relation to them so that proper payments are made.
- Select appropriate technical directions that a COR may give.
- Document actions and events related to the contract.
- Maintain a complete COR file.
- Maintain proper communication with the Contracting Officer (CO).
- Identify steps to be followed to close out a contract and take the proper actions with regard to the COR file.
- Properly prepare a COR monthly progress report.

Who should attend

This course is designed for anyone who has recently been assigned or may be assigned COR responsibilities.

Prerequisite: None

Maximum number of course participants: 25

Course manager: Troia Braxton

Course cost: \$9,300

Public offering: \$425 per student

Contact DLA Training for our same site, back-to-back delivery pricing discount.

DLA Training: 1-800-458-7903, DSN 850-5990, or Commercial 614-692-5990

Contracting Officer's Representative (COR) Refresher

Course length: 2 day

Course number: AQ9COR00035

Continuing Education Units: 1.6



Description

This course provides a review of the duties and responsibilities of a COR and reemphasizes the functions of the COR as a liaison between the contracting officer and the contractor. The participants will also learn how newly enacted legislation impacts their jobs. There are two major areas of concentration within this course:

- COR responsibilities
- Newly enacted legislation

On the first day, the participants review the acquisition process, regulations, new legislation, ethics, and limitation of responsibility.

The second day focuses on the COR file, contract types, monitoring contractor performance, recommending changes, verify and certify invoice, ways in which contracts end, and contract closeout.

Participants will have opportunities to discuss situations with their peers, as well as practice and review interactive exercises and simulations.

Course objectives

- Identify the roles and responsibilities of the Contracting Officer (CO) and COR.
- Determine correct courses of action in accordance with the standards of conduct and the Joint Ethics Regulation.
- Maintain a complete COR file.
- State the responsibilities and limitations of a COR.
- Explain the different ways a contract can end.
- Identify and perform appropriate actions in contract reconciliation and closeout.

Who should attend

This course is designed for experienced CORs wanting to update their COR skills.

Prerequisite: DLA Training course *Contracting Officer's Representative (COR)* AQCOR00025 or equivalent

Maximum number of course participants: 25

Course manager: Troia Braxton

Course cost: \$5,200

Public offering: \$275 per student

Contracting Overview

Course length: 5 days

Course number: DTC01CLS003

Continuing Education Units: 3.5



Description

Contracting Overview is a course that provides a general overview of the entire acquisition process—from identification of need to contract closeout. Participants are introduced to the organization and utilization of the Federal Acquisition Regulation (FAR), and the Defense Federal Acquisition Regulation Supplement (DFARS), as well as ethics and basic contract law. This course is designed for individuals who work with Acquisition personnel, but are not in the Acquisition series. This 5-day course follows the natural progression of the acquisition process without the level of detail provided in the CON 101 course.

Course objectives

Participants will be able to provide a general description of the following:

- How Government acquisition takes place.
- Who is involved in the Government acquisition process.
- When and why acquisition personnel take certain actions.
- What laws and regulations apply to Government acquisitions.

Who should attend

This course is appropriate for individuals who require a general understanding of how Government acquisition takes place, including but not limited to Quality, Technical, Supply, Engineering, Finance, Production Management, and Multi-functional supervisors.

Prerequisite: None

Maximum number of course participants: 25

Course manager: Lamarr Daniels

Course cost: \$9,300

Public offering: \$425 per student

Contact DLA Training for our same site, back-to-back delivery pricing discount.

DLA Training: 1-800-458-7903, DSN 850-5990, or Commercial 614-692-5990

Cost Analysis Concepts

Course length: 3 days

Course number: DTC11CLS003

Continuing Education Units: 2.4



Description

This course examines the cost analysis process utilized in federal acquisitions and in accordance with generally accepted accounting practices (GAAP). The participant guide provides learning objectives, exercises, definitions for cost analysis, and quantitative techniques. This participant guide can also be used as a desk reference guide.

Course objectives

- Define and identify cost analysis principles and techniques.
- Perform a sound cost analysis in accordance with Federal guidelines.
- Complete a Facilities Capital Cost of Money form.
- Perform a Weighted Guidelines profit analysis.
- Implement cost analysis principles and techniques to provide a basis for negotiations.
- Accurately document a cost analysis.

Who should attend

This course is for professionals who participate in the acquisition process.

Prerequisite: None

Maximum number of course participants: 24

Course manager: Gary T. Allen

Course cost: \$6,500

Public offering: \$325 per student

DLA Simplified Acquisition Procedures

Course length: 5 days

Course number: AQC00000001

Continuing Education Units: 3.2



Description

This course is designed to provide entry-level DLA acquisition personnel with the concepts and skills necessary to perform various types of simplified acquisitions. Participants are introduced to the organization and utilization of the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS), as well as ethics and basic contract law.

Course objectives

- Discuss supply chain management in DLA.
- Explain the policies and procedures for making simplified acquisitions within DLA.
- Identify the appropriate presolicitation factors to consider prior to preparing a simplified acquisition solicitation.
- Identify the appropriate solicitation method.
- Recognize the necessary evaluation criteria to include in the solicitation.
- Describe the price and price-related factors that are relevant to the selection of the awardees.
- Use DLA simplified acquisition methods to complete the award.
- Discuss postaward actions handled by Defense Contract Management Agency (DCMA) vs. DLA supply centers.
- Understand the organizational trends occurring in DOD and, specifically, within DLA.

Who should attend

This course is designed for entry-level personnel in the GS-1102, GS-1105, or GS-1106 purchasing series, or equivalent work performed by military personnel assigned to a Simplified Acquisition Division.

Prerequisite: None

Maximum number of course participants: 25

Course manager: Jamard Richardson

Course cost: \$9,300

Public offering: \$425 per student

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DLA Training: 1-800-458-7903, DSN 850-5990, or Commercial 614-692-5990

Introduction to Pricing

Course length: 3 days

Course number: DTC11CLS002

Continuing Education Units: 2.4



Description

This course provides an introduction to the price analysis process involved in Federal acquisitions. The participant guide provides learning objectives, exercises, definitions, and quantitative and price analysis techniques. The participant guide can also be used as a desk reference guide.

Course objectives

- Define and identify price analysis principles and techniques.
- Perform a sound price analysis in accordance with Federal guidelines.
- Implement price analysis principles and techniques to provide a basis for negotiations.
- Accurately document a price analysis.

Who should attend

This course is for professionals who participate in the acquisition process.

Prerequisite: None

Maximum number of course participants: 24

Course manager: Gary T. Allen

Course cost: \$6,500

Public offering: \$325 per student

Long-Term Contracting (LTC) Types and Strategies

Workshop length: 3 days

Workshop number: DTC00CLS001

Continuing Education Units: 2.4



Description

This workshop is designed to provide an overview of the various types of LTC and best value source selection procedures used to optimize customer service, reduce costs, and minimize lead-times. Participants will receive an understanding of the key roles of the functional specialists in creating and supporting LTCs.

Workshop objectives

- Define common contracting terminology.
- Describe the major systems used in long-term contracting.
- Explain evaluation factors and standards.
- Explain establishing a competitive range.
- Differentiate among the LTC types.
- Identify the functional specialists' roles and responsibilities for LTCs.
- Explain the functions that occur in the management and support of LTCs.

Who should attend

This workshop is designed for anyone involved with, or who may be assigned, long-term contracting procurements. Acquisition, technical, quality, packaging, equipment, and supply specialists at the GS-7 level or above would benefit from attendance.

Prerequisite: None

Maximum number of workshop participants: 25

Workshop manager: Jacqueline Washington

Workshop cost: \$6,500

Public offering: \$325 per student

Contact DLA Training for our same site, back-to-back delivery pricing discount.

DLA Training: 1-800-458-7903, DSN 850-5990, or Commercial 614-692-5990

Market Research, Statements of Work, and Performance Work Statements

Course length: 2 days

Course number: AQ900000026

Continuing Education Units: 1.6



Description

This course provides an overview of Parts 10 and 11 of the Federal Acquisition Regulation (FAR). There are three major areas of concentration within this course:

- Market research
- Electronic Commerce and computer-based resources
- Requirements documents

Participants will also learn how requirements documents impact such critical decisions as procurement method, contract type, competition status, etc., that must be made by the contracting officer.

Participants will have an opportunity to discuss these techniques and procedures through case studies, along with individual group exercises.

Course objectives

- Define market research.
- Identify the acquisition team members involved in market research.
- Explain when and how to conduct market research.
- Identify electronic resources used in market research.
- Define Statement of Work (SOW), Work Breakdown Structure (WBS), and Performance Work Statement (PWS).
- Explain the difference between a SOW and a PWS.

Who should attend

This course is designed for any new or current employee involved in the procurement process.

Prerequisite: None

Maximum number of course participants: 20

Course manager: Jamard Richardson

Course cost: \$5,200

Public offering: \$275 per student

Math Refresher for Acquisition Professionals

Course length: 3 days

Course number: DTC10CLS010

Continuing Education Units: 2.4



Description

This course is conducted in a computer classroom and is designed to refresh the participant's knowledge regarding how to use a calculator and Microsoft® Excel to solve problems in mathematics, statistics, linear regression, and curvilinear regression.

Course objectives

- Solve equations which include fractions, percentages, and summations.
- Solve basic algebra equations for unknown variables.
- Develop and use Excel spreadsheets.
- Recognize statistical definitions and concepts.
- Perform statistical analysis using Excel.
- Perform regression analysis using Excel.
- Perform improvement curve (curvilinear regression) analysis using Excel.

Who should attend

This course is designed for Acquisition Professionals who are scheduled to attend CON 217.

Prerequisite: None

Maximum number of course participants:

Dependent upon the number of computers available (maximum 24) at training location.

Course manager: Robert Shea

Course cost: \$6,500

Public offering: \$325 per student

Contact DLA Training for our same site, back-to-back delivery pricing discount.

DLA Training: 1-800-458-7903, DSN 850-5990, or Commercial 614-692-5990

Negotiation Basics

Course length: 3 days

Course number: DTC11CLS001

Continuing Education Units: 2.4



Description

This course implements the cost and pricing analytical techniques presented in the Introduction to Pricing and Cost Analysis Concepts courses. Training incorporates role playing for participants to gain successful experience conducting a negotiation. The participant guide serves as a desk reference for the basic principles of negotiations between Government and non-Government entities.

Course objectives

- Effectively conduct Win/Win negotiations.
- Clearly and concisely document the negotiation method used and the results of the negotiation.
- Identify and define bargaining tactics and strategies.
- Explain the difference between discussions, fact-finding, and negotiations.
- Evaluation of telephone negotiating and E-negotiating.

Who should attend

This course is for professionals who conduct fact finding, discussions, and negotiations as a normal function of their positions.

Prerequisite: None

Maximum number of workshop participants: 24

Workshop manager: Gary T. Allen

Workshop cost: \$6,500

Public offering: \$325 per student

Performance-Based Services Acquisition (PBSA)

Workshop length: 4 days

Workshop number: DTC08CLS023

Continuing Education Units: 3.2



Description

This workshop leads students through a logical sequence of actions or phases starting with identifying a need; conducting market research assessing appropriateness; preparing the solicitation package and source selection plan; and administering the PBSA to completion.

The workshop teaches participants to learn to create a performance package that will produce desired results without telling the contractor how to do the work. The workshop also teaches participants how to restructure a solicitation, manage the source selection process, and develop postaward administration and monitoring plans.

Workshop objectives

- Demonstrate a sound understanding of PBSA and its relationship to managing risk in your contracts.
- Assess the appropriateness of PBSA for service contracts.
- Implement performance-based acquisition techniques using a repeatable seven-phase structured process.
- Conduct source selections for acquisition using performance-based contracting.
- Identify the common pitfalls in developing performance-based contracts.
- Assist project teams in developing performance-based statements of objectives.
- Identify the steps in administering a performance-based contract.

Who should attend

This workshop is designed for all members of the acquisition team responsible for performing market research; defining the need, and soliciting and contracting to satisfy that need; and administering the performance-based contract to completion.

Prerequisite: None

Maximum number of workshop participants: 25

Workshop manager: Jenifer Dewitt

Workshop cost: \$7,700

Public offering: \$375 per student

Contact DLA Training for our same site, back-to-back delivery pricing discount.

DLA Training: 1-800-458-7903, DSN 850-5990, or Commercial 614-692-5990