

Entry Acquisition Management - 4 Days

Course U157 Overview

- You Will Learn How To**
- Create a formal approach to identifying and prioritizing mission-oriented capability gaps in federal projects
 - Develop market research techniques that validate uses of government funding
 - Explore methods for selecting a technical approach, including MOEs/KPIs, cost/benefit analysis
 - Outline approaches for extracting and documenting user requirements
 - Structure a formal source selection process commensurate to the level of procurement action
 - Participate in preaward actions required by FAR, considering key contract terms and conditions
- Course Benefits** Contracting acquisition processes and procedures are often intricate and complex. In this course, you learn a sound methodology for developing organizational requirements. You learn the value of FAR Parts 10 and 12 for conducting market research and acquiring services to meet customer needs. You also learn to write well-formed and validated user requirements and system specifications, as well as gain an appreciation for FAR guidance and its importance in creating transparency within government solicitation.
- Who Should Attend** Project managers and functional managers accountable for small to moderate federal projects. Imperative for any acquisition professional seeking a Level I FAC-P/PM certification.
- Workshop Course** Through an immersive, simulated case study, you gain practical experience acquiring technology for your agency and developing a typical acquisition management plan. Activities include:
- Evaluating a contract and contract scenarios
 - Developing a needs statement and conducting market research
 - Developing a user requirements document
 - Building a RACI matrix and creating a simple contract structure
 - Following preaward actions for a contract
 - Conducting proposal evaluations and developing a recommendation for awards
 - Identifying contract performance issues, risks and proposed actions
 - Creating a draft service agreement SOO/SOW and reviewing proposal evaluations

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Course U157 Outline

Introducing the FAC-P/PM Program

- Clarifying the FAC-P/PM initiative
- Describing acquisition reforms
- Establishing a culture of accountability
- Identifying government and contractor equities

Navigating the Contracting Process Differentiating between governmental and commercial contracting

- Recognizing government acquisition history and mission
- Balancing oversight with efficiency

Recognizing differences in contracting processes

- Following the government acquisition process
- Assessing agency contracting policies

Conducting Market Research for Simple Acquisitions

Defining the mission need

- Identifying organizational requirements
- Prioritizing and identifying capability gaps
- Applying knowledge-based system engineering

Gathering the research

- Analyzing commercial items and contractor interests
- Incorporating dual-use technologies

Selecting the Technical Approach

Applying a concept selection method

- Determining measures of effectiveness
- Identifying key performance indicators
- Conducting cost/benefit analysis

Establishing a technology development strategy

- Determining technical maturity
- Cost/benefit analysis and OMB A-94 guidelines

Extracting and Documenting Requirements

Gathering user requirements

- Conducting user requirements meetings
- Recognizing key performance indicators
- Addressing affordability and interoperability constraints

Managing requirements

- Implementing a Change Control process
- Documenting project analysis with the OMB Program Assessment Rating Tool (PART)

Government Roles and Responsibilities in Contract Acquisition and Administration

Outlining acquisition positions

- Examining roles and responsibilities
- Creating a Responsibility, Approval, Comment, Inform (RACI) matrix

Conducting preaward actions

- Applying the appropriate contract vehicle
- Identifying potential contract line item number (CLIN) and incentive structures

Incorporating Solicitation and Selection Processes

Identifying contract sections

- Reviewing FAR regulations
- Creating a statement of objectives/statement of work (SOO/SOW)

Following the RFP structure

- Participating in the source selection process
- Following preaward policies
- Applying simplified acquisition procedures

Conducting source selection

- Scoring a proposal
- Recommending awards to the source selection board

Negotiating a baseline of performance

- Conducting exchanges with offerors
- Requesting clarifications and revisions
- Establishing the Integrated Master Plan (IMP) and Integrated Master Schedule (IMS)

Applying the Administration Process for Simple Contracts

Providing contract feedback

- Conducting a postaward orientation conference
- Supporting changes and claims administration
- Evaluating technical, cost and schedule performance

Managing performance-based service agreements

- Conducting performance-based contracting
- Incorporating integrated logistics
- Applying the best approach for the situation