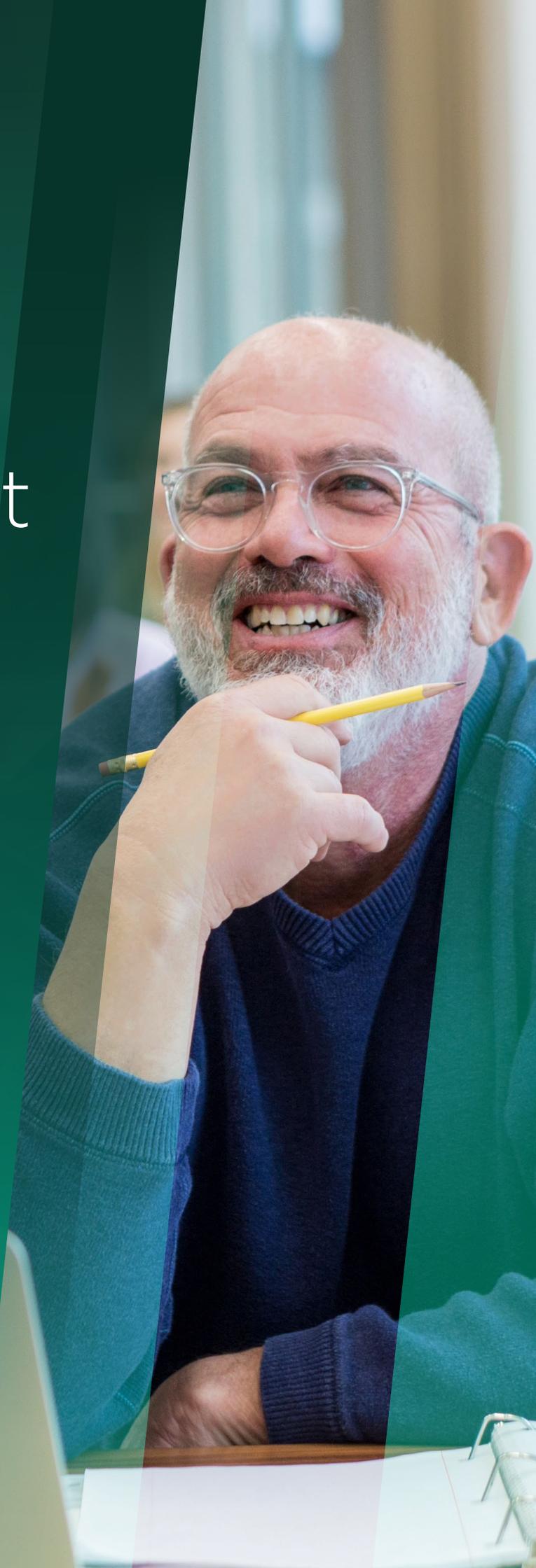


Contract management **programs**

Accomplishing what
you set out to do





Welcome to the **contract management course catalog**

Contract management professionals in both the public and private sectors are tasked to manage contract creation, execution and administration while keeping up with the pace of change. Whether it is writing the scope of work, selecting the right vendor, negotiating the final contract, to managing vendor performance, or even disputing claims. Specifically, Government buying requirements are changing, too. Operating in this world of transitions requires those managing contracts to be sharp decision-makers, adaptive, nimble and collaborative.

In addition to some courses that are commercially-focused, we offer several courses which deal specifically with contracting by, or to, the U.S Federal Government to ensure they meet federal, state, and local government specifications.



We hope you enjoy browsing this catalog and finding the right courses for your or your team's professional development goals!

Ready to join a course?



Why choose us for your learning partner?

ACCREDITED TRAINING

Our courses are accredited, bringing international standards to our training. In addition, they are backed by our academic partner, Duke University, meaning you can be confident in their quality and academic integrity.

DUKE CERTIFICATE PROGRAM

You can earn recognition for your accomplishments and the steps you take to raise your performance and benefit your career. For more information on certificates and certificate paths see page 36.

PERSONAL TRAINING CONSULTATION

When you're investing in training, it's vital that you choose the correct areas to make the most of your investment. Our experienced team will consult with you on your background, experience, challenges, and goals to select the most suitable course or program for your career development and organizational needs.

GLOBAL REACH AND RECOGNITION

With over 40 years of experience, we have the deepest and richest 'vault' of project training programs for all roles and across industries.

OUR INSTRUCTORS

Each of our instructors brings vast experience and expertise within their field and a deep passion for teaching. Individual perspectives come to life in each classroom.

Choose from an extensive and holistic curriculum that allows you to refine both your technical and leadership skills. We offer targeted coursework in areas including:



Project and program management



Adaptive project leadership



Lean and Agile



Business analysis



FAC-P/PM



Business skills



Contract management

[View scheduled courses now](#)



Training delivery options

We understand that full-time working professionals are busy, and that people learn in different ways and at different speeds. By catering to specific training needs, we can help your people learn using the method that works best for their schedules, budgets, and learning preferences.

SELF-PACED E-LEARNING

e-Learning brings you high-quality course content in a convenient online format. Learning objectives are supported with quality e-Learning interactions, all crafted in an up-to-date format.

VIRTUAL INSTRUCTOR-LED COURSES (VILT)

Join the classroom at the same time as other participants and instructors from remote locations, allowing for an engaging learning experience.

ON-SITE INSTRUCTOR-LED COURSES (ILT)

Bring training on-site for your teams or whole organization for a totally focused course experience.

PUBLIC CLASSROOMS

Scheduled year-round, these courses offer you the chance to meet professionals in person and a hands-on way to learn.

[View e-Learning and VILT courses now](#)



Virtual Instructor-Led Training

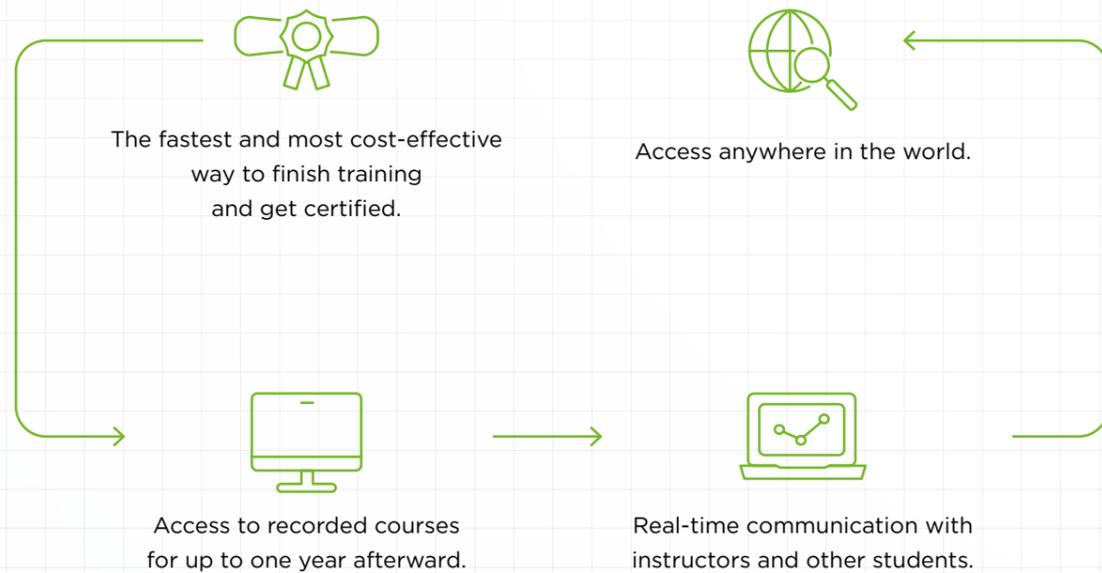
Virtual Instructor-Led Training (VILT) is training conducted live online in a virtual classroom that allows for real-time interaction with instructors and class participants.

This format incorporates expert content, interactive exercises, and engaging instruction from anywhere you'd like to learn.

VILT is our most popular format.



WHY VILT?





Contract management courses



Instructor-Led Training

- Advanced Source Selection.
- Applied Administration of Government Contracts.
- Contract Closeout.
- Contract Pricing.
- COR Level 1 Training.
- COR Training Program (Level 2).
- Cost Estimating.
- FAR Part 15: Negotiated Acquisition.
- Federal Appropriations Law.
- Federal Contracting Basics.
- Government Contract Law.
- International Contracting.
- Managing Cost-Reimbursement Contracts.
- Managing Performance-Based Service Awards.



Virtual Instructor-Led Training

- Managing Service Level Agreements.
- Market Research and Commercial Item Acquisition.
- Negotiation Strategies and Techniques.
- Operating Practices in Contract Administration.
- Performance-Based Acquisition: Preparing Work Statements.
- Project Management for non-Project Managers.
- Source Selection Essentials: Planning, Conducting, Debriefing.
- Source Selection: The Best-Value Process.
- Subcontract Management in Government Contracting.
- Vendor Performance Management.



Digital/e-Learning

Advanced Source Selection

MODALITY



PROGRAM DESCRIPTION

In **Advanced Source Selection**, participants expand their knowledge of the source selection process through hands-on activities and discussions of challenges and lessons learned during each process phase. The course includes a number of best practices to improve your agency's source selection process. Through scenario-based activities, students participate in all phases of the source selection process including development of a source selection plan, development of evaluation factors and instructions to offerors, proposal evaluation, and reviewing the technical evaluation report.



LEARNING OBJECTIVES

- Apply the basic principles of source selection, including applicable FAR requirements, ethics, evaluation factors, and exchanges.
- Develop a Source Selection Plan (SSP).
- Evaluate proposals, determine competitive range, conduct discussions, request Final Proposal Revisions (FPR), and present evaluation results to Source Selection Authority (SSA).
- Analyze evaluation documentation in preparation for SSA's decision and contract award while preparing for debriefings and protests (if any).



SKILLS

- Final proposal revisions.
- Source selection criteria.
- Source selection plan.
- Proposal evaluations.
- Vendor bid analysis.
- Source selection authority presentations.

Applied Administration of Government Contracts

MODALITY



PROGRAM DESCRIPTION

Designed to enhance skills, **Applied Administration of Government Contracts**, presents sophisticated, hands-on instruction for government and contractor personnel. Blending theory, everyday applications, and proven practices, the course focuses on the most complex aspects of contract administration, including planning, performance issues, modifications, cost monitoring, price adjustments, and disputes. The emphasis is on large, traditionally difficult, multitask contracts and on the options and responsibilities that government and industry administrators have at each key phase.



LEARNING OBJECTIVES

- Manage the key factors that influence contract administration.
- Use effective techniques for monitoring costs.
- Use new strategies for assessing and solving complex contract issues.



SKILLS

- Claims administration.
- Contract pricing.
- Contract change control.
- Cost benefit analysis.
- Cost monitoring.
- Disputes.
- Performance management.
- Pricing and price adjustments.
- Procurement management plans.

Contract Closeout

MODALITY



PROGRAM DESCRIPTION

Contract Closeout strikes an optimal balance between presenting the regulatory basis for the contract closeout process and taking participants beyond theory to a real-life perspective of the challenges of actually doing closeout. Interjected liberally throughout the course are valuable proven tricks of the trade to help participants overcome the many pitfalls and delays inherent in the current practice of closing out complex contracts. Participants learn-by-doing through a variety of participatory case studies and exercises, which bring the real world of contract closeout to the classroom.



LEARNING OBJECTIVES

- Explain the regulatory requirements that influence the federal contract closeout process.
- Save the government money by mastering techniques and practices to complete the closeout process timely and effectively.
- Coordinate the roles of multiple players involved in closing contracts. Improve the closeout process from the perspectives of today's federal rule makers and procurement professionals.
- Overcome obstacles and close contracts in a timely manner.



SKILLS

- Claims administration.
- Contract closeout.
- Disputes.
- Federal contract closeout.

Contract Pricing

MODALITY



PROGRAM DESCRIPTION

Contract Pricing offers participants a comprehensive, practical approach to establishing and evaluating prices for government contracts. Participants will receive thorough and up-to-date coverage of the Federal Acquisition Streamlining Act of 1994 and the Clinger-Cohen Act on key pricing issues. Plus, participants will learn about the Truthful Cost or Pricing Data statute and FAR cost principles, and about the unique challenges they face when pricing commercial items.



LEARNING OBJECTIVES

- Develop and maintain cost estimating systems that deliver justifiable pricing information.
- Evaluate price and cost proposals.
- Establish and justify "fair and reasonable prices".
- Prepare successful price and cost proposals.
- Recognize and apply common industry pricing strategies.
- Know the right types of cost- and pricing- related data to require from offerors.
- Identify the low offer or through price-related award factors.



SKILLS

- Clinger-Cohen Act (pricing).
- Contract pricing.
- FAR costing principles.
- Pricing commercial items.
- Pricing strategies.

COR Level 1 Training

MODALITY



PROGRAM DESCRIPTION

COR Level 1 Training provides contracting professionals with the basic knowledge required to perform the tasks required of a FAC-COR Level 1. Level 1 COR skills are generally appropriate for low-risk contract vehicles, such as supply contracts and orders. Accordingly, this course covers general roles and responsibilities of the COR and CO throughout the acquisition process. Areas include, teaming, ethics and integrity, authorities, contract classification, contract types, proper file documentation, performance assessment methods, and contract management.



LEARNING OBJECTIVES

- Summarize the acquisition process.
- Explain the role of ethics and proper conduct in the acquisition process.
- Explain the authority of a COR and define types of contracts.
- Identify the important procedures and elements of acquisition planning.
- Identify the important event of source selection.
- Describe the basic of performance assessment.
- Define contract administration essentials.



SKILLS

- Acquisition planning.
- Acquisition processes.
- Contract types.
- Ethics in acquisition.
- Performance assessment (vendor).
- Role of Contract Officer Representative (COR).
- Source selection processes and criteria.

COR Training Program (Level 2)

MODALITY



PROGRAM DESCRIPTION

COR Training Program (Level 2) provides comprehensive training on managing contract planning, award, and performance duties facing CORs. The course emphasizes the COR's unique perspective on the contracting process, providing attendees with guidance on the successful performance of the essential COR duties as well as the FAC-COR competencies identified by the Federal Acquisition Institute. In addition, the course provides CORs with the skills necessary for anticipating, identifying, and solving contract problems.



LEARNING OBJECTIVES

- Team with the contracting officer (CO) and other acquisition team members to jointly accomplish both the project and public goals of federal acquisition.
- Prepare a requirements package for submittal to the contracting office that includes at minimum a statement of work (SOW), cost estimate and surveillance plan.
- Provide technical assistance to the CO and other acquisition team members during the source selection and award phases.
- Discover effective ways to communicate and influence stakeholders.
- Perform contract administration duties as authorized by the CO.
- Perform contract closeout and review lessons learned.



SKILLS

- Acquisition planning.
- Acquisition processes.
- Contract closeout.
- Contract types.
- Cost estimates.
- Ethics in acquisition.
- Performance assessment and surveillance (vendor).
- Requirements package.
- Role of Contract Officer Representative (COR).
- Source selection processes and criteria.
- Statements of work.

Cost Estimating

MODALITY



PROGRAM DESCRIPTION

Cost Estimating is a fundamental yet challenging task for contract and project managers. Participants will receive instruction on the cost estimating process, principles, and procedures based on best-practices and the GAO Cost Estimating and Analysis Guidebook. In addition, they will learn step-by-step processes for developing accurate and realistic project cost estimates that withstand the scrutiny of customers and management and form a baseline for tight financial control. They will also learn how to incorporate risk and uncertainty into their estimates, provide range estimates, and manage the cost estimating process throughout the project life cycle.



LEARNING OBJECTIVES

- Manage the cost estimating process throughout the project life cycle.
- Incorporate risk and uncertainty into estimates.



SKILLS

- Bottom-up estimating.
- Estimating.
- Parametric estimating.
- Project estimating.
- Cost-based risk analysis.

FAR Part 15: Negotiated Acquisition

MODALITY



PROGRAM DESCRIPTION

FAR Part 15: Negotiated Acquisition is an excellent opportunity for you to learn about FAR Part 15 as it currently works. You will learn how the current FAR Part 15 affects the daily responsibilities of government and industry procurement professionals. This comprehensive course includes case studies and discussions that will help students apply what they learn. Take advantage of this special opportunity to obtain an excellent overview of the current FAR Part 15 requirements and learn how to incorporate them into your procurement dealings.



LEARNING OBJECTIVES

- Prepare and participate in the RFP process in full compliance with all applicable statutes and regulations.
- Supply "neutral ratings" when past performance information is not available.
- Distinguish between clarifications, communications and discussions to achieve the best possible contract.
- Negotiate fee and incentive structures by incorporating the statutory change that removed the fee limitations on CPIF and CPAF contracts.
- Select and participate in the competitive range process.
- Use the notifications process for the best interests of all concerned.
- Assure fair and reasonable pricing.
- Ensure compliance with the Truth in Negotiations Act.



SKILLS

- Fair and reasonable pricing structures.
- Fee and incentive structures.
- Request for proposal process.
- Truth in negotiations act compliance.

Federal Appropriations Law

MODALITY



PROGRAM DESCRIPTION

Under the current administration and Congress, financial pressures are mounting and will continue to do so in the future. Federal Appropriations Law takes participants through every facet of the budgeting and spending processes. Participants will receive a thorough analysis of all funding activities, as seen through the eyes of the contracting, certifying, and disbursing officers. Participants also take part in sessions that explore controlling decisions by the Government Accountability Office.



LEARNING OBJECTIVES

- Explain the congressional rule.
- Avoid impasses at each phase of the budgeting and spending process, from initial planning through ultimate disbursement.
- Avoid incurring personal financial liability.
- Comply with statutory requirements and limitations on spending.
- Explain the budgeting process.
- Handle anti-deficiency questions.



SKILLS

- Anti-deficiency.
- Congressional rule.
- Federal budget and spending processes.

Federal Contracting Basics

MODALITY



PROGRAM DESCRIPTION

Federal Contracting Basics is an intensive, four-day introduction to government contracting, giving you the information you need to understand procurement from start to finish — from acquisition planning through contract closeout. You'll analyze key issues fully and receive a clear understanding of their practical application to your everyday job responsibilities. You'll learn how federal contracting really works, how to find solutions to common problems, how to understand the content of key contract documents and how the regulatory environment impacts business decisions. All of this is accomplished through dynamic lectures, case studies and interactive exercises.



LEARNING OBJECTIVES

- Find solutions to common problems.
- Locate, understand and implement the rules of contracting.
- Identify important sources of marketing information.
- Use the Federal Acquisition Regulation (FAR) as a primary resource document.
- Utilize the keys to successful contract administration.



SKILLS

- Acquisition planning.
- Contract/procurement planning.
- Contract closeout.
- Contract types.
- Cost estimates.
- Ethics in acquisition.
- Performance assessment and surveillance (vendor).
- Requirements package
- Source selection processes and criteria.
- Statements of work.

Government Contract Law

MODALITY



PROGRAM DESCRIPTION

Government Contract Law focuses on the basic legal principles involved in federal government contracts. You'll get expert analyses of the fundamental principles of the common law rules, statutes, regulations and policy pronouncements as interpreted by the federal court and board of contract appeals decisions that form the foundations of government contract law. You'll obtain a practical knowledge of the law and an understanding of how it is applied on a daily basis, as well as find out about recent changes, new developments and anticipated trends.



LEARNING OBJECTIVES

- Determine what the contract says – and why.
- Describe rights, responsibilities and remedies in government contract law.
- Identify the unique features of government contracts.
- Analyze federal legislation and judicial and administrative decisions and determine their impact on government contracts.
- Improve your ability to use the legal assets available to you.



SKILLS

- Common laws, rules, statutes, regulations and policies.
- Describe rights, responsibilities.
- Impact analysis.
- Legal principles in government contract.

International Contracting

MODALITY



PROGRAM DESCRIPTION

International Contracting explains how you can anticipate and address the risks, issues, and conflicts that arise in entering and managing contractual relationships with foreign firms and governments. You'll gain a solid understanding of the provisions that govern international contractual relationships and how they differ from provisions governing domestic contracts. This comprehensive course addresses corruption and other legal considerations, the ins and outs of commercial arrangements, and the implications of international treaties and world events. It also gives you a firm foundation for drafting, interpreting, negotiating and modifying contractual agreements.



LEARNING OBJECTIVES

- Assess what legal systems impact your projects.
- Identify legal risks in global projects.
- Draft practical, workable international contracts.
- Describe contingency contracting techniques used in natural disasters and emergency situations.
- Control post-contracting changes.
- Resolve contracting disputes quickly and cost efficiently.



SKILLS

- International contract laws.
- Risks in international contracting.
- Contract change control.
- Disputes.

Managing Cost-Reimbursement Contracts

MODALITY



PROGRAM DESCRIPTION

Cost-Reimbursement Contracts is a complete cost-reimbursement contracting guide. It provides government and industry personnel with the practical guidance needed to understand and then efficiently manage cost-reimbursement contracts. To ensure maximum learning, the course will be supplemented with case studies and exercises that demonstrate practical, on-the-job applications of the material.



LEARNING OBJECTIVES

- Describe the differences between fixed-price, time and materials/level of effort and cost-reimbursement contracts and when they are used.
- Use the different types of cost-reimbursement contracts when appropriate.
- Explain the source selection issues associated with using cost-reimbursement contracts.
- Apply the cost principles contained in FAR Part 31.
- Explain the issues related to the administration of cost-reimbursement contracts.



SKILLS

- Contract administration.
- Cost-reimbursement contracts.
- Fixed-price contracts.
- Time and materials/levels of effort contracts.

Managing Performance-Based Service Awards

MODALITY



PROGRAM DESCRIPTION

Managing Performance-Based Service Awards outlines the next steps following the award of a performance-based service contract. This course is designed to equip government contracting managers with the knowledge needed to maximize the benefits of performance-based service contracts. You will learn to measure and document contractor performance and reach successful contract completion by applying the appropriate incentives. Through practical, interactive exercises, you will observe the key activities following the award of a performance-based service contract and apply that knowledge to your day-to-day contracting environment.



LEARNING OBJECTIVES

- Use the key tools of a performance-based service contract to manage effective contract performance.
- Differentiate between the traditional approach and the performance-based approach to administering contracts.
- Facilitate a partnering relationship between government contract monitors and the contractor.
- Identify practical methods for inspecting, measuring performance and applying incentives.
- Develop performance standards and metrics as contract conditions change.
- Effectively settle contract disputes through the use of industry best practices.
- Assess contractor performance and successfully close a performance-based contract.
- Administer performance-based contracts using tips from industry leaders.



SKILLS

- Contract administration.
- Contractor performance.
- Incentive-based contracts.
- Performance-based service contracts.

Managing Service Level Agreements (SLAs)

MODALITY



PROGRAM DESCRIPTION

Managing Service Level Agreements (SLA) will outline the major processes and tools of developing and managing SLA as a part of a performance-based service contract. This course is designed to equip the personnel involved in developing and managing SLAs with the knowledge needed to maximize the benefits of performance-based service contracts. You will learn to measure and document contractor performance and reach successful contract completion by applying the appropriate incentives.



LEARNING OBJECTIVES

- Perform a job analysis.
- Prepare performance work statement (PWS).
- Develop and apply an effective quality assurance plan (QAP).
- Develop performance measures.
- Use the key tools of PBA to effectively manage contract performance.
- Facilitate a partnering relationship between the buyer and contractor.
- Monitor SLAs using key tools of PBA.
- Authorize payment properly and close out the contract.



SKILLS

- Contract administration.
- Contractor performance.
- Incentive-based contracts.
- Performance-based service contracts.
- Performance work statements.
- Quality assurance plans.

Market Research and Commercial Item Acquisition

MODALITY



PROGRAM DESCRIPTION

Federal contracting officials who take **Market Research and Commercial Item Acquisition** will understand the ramifications of the (FARA) and (FASA) and how to issue a solicitation for commercial items and award the contract, basing decisions on appropriate considerations presented in the course. Additionally, the course focuses on important contract administration concepts that are very different from business-as-usual government practices. Industry officials will be in a better position to protect their companies' interests by understanding the companies' rights as outlined in the new standard contract clauses.



LEARNING OBJECTIVES

- Comply with the new Federal Acquisition Regulation (FAR) provisions.
- Describe the categories of commercial items and services.
- Determine when market research is required or useful, select the most appropriate methods for a particular acquisition and perform an effective investigation.
- Compose purposeful requirements definitions.
- Successfully employ commercial practices.
- Streamline procedures for selecting suppliers.



SKILLS

- FAR regulation (FARA and FASA).
- Solicitations for commercial items and services.
- Requirements definitions.
- Supplier selection.
- Contract administration.

Negotiation Strategies and Techniques

MODALITY



PROGRAM DESCRIPTION

Negotiation Strategies and Techniques provides a solid battery of strategies, tactics and skills that are effective in contract formation and contract administration negotiations. Every key phase of the negotiation process — from start to finish — is covered in this dynamic course, designed as a hands-on workshop that encourages participants to develop and test their skills. The course engages participants through a series of negotiation trials, providing valuable situational experience. You'll discover the merits of thorough preparation as you identify and resolve issues and guide efforts toward measurable goals.



LEARNING OBJECTIVES

- Strategize and prepare for contract negotiations.
- Use proven techniques for conducting a negotiation session.
- Understand your strengths and use them to your advantage at the negotiating table.
- Use 65 proven techniques for influencing the other party.
- Maximize key listening and question - asking skills that get you the information you need.



SKILLS

- Knows key negotiation points.
- Negotiations on value.
- Competitive negotiations.
- Influencing techniques.
- Persuasion techniques.

Operating Practices in Contract Administration

MODALITY



PROGRAM DESCRIPTION

Operating Practices in Contract Administration, you'll address all aspects of effective contract administration — from initial award to final closeout. Special emphasis will be given to successful administration of contracts: problem avoidance, day-to-day operating practices, performance monitoring systems, early detection and correction of nonperformance, payment, contract modifications and working relationships. You'll learn proven practices for getting contracts off to a solid start, keeping them on track and handling every problem that arises. To obtain maximum benefit from the course, you should have a basic knowledge of the procurement process.



LEARNING OBJECTIVES

- Effectively conduct contract administration and manage change.
- Interpret contracts and recognize terms and conditions that protect or threaten you.
- Keep contracts and subcontracts on track every step of the way.
- Modify, terminate and closeout contracts.
- Apply hands-on systems for performance monitoring and swiftly spot and correct problems.
- Document a contract administration plan.



SKILLS

- Claims administration.
- Contact administration planning.
- Contract pricing.
- Contract change control.
- Contract interpretation.
- Cost benefit analysis.
- Cost monitoring.
- Disputes.
- Performance management.
- Pricing and price adjustments.
- Procurement management plans.

Performance-Based Acquisition: Preparing Work Statements

MODALITY



PROGRAM DESCRIPTION

Performance-Based Acquisition: Preparing Work Statements demonstrates how to lay a solid foundation for any service contract by establishing a sound performance-based approach from the start. You'll learn the critical steps to take in procurement planning and request for proposals preparation to implement the performance-based approach. You'll learn to incorporate proven best practices in performance-based service contracting, and you'll tackle issues in a hands-on environment emphasizing real-life, in-the-workplace skills.



LEARNING OBJECTIVES

- Write performance work statements that clearly describe your requirements.
- Establish measurable, realistic standards of performance.
- Develop clear and solid evaluation factors that are tailored to the acquisition.
- Use incentives and penalties to your advantage.
- Use strategies, criteria and advantages for converting cost-plus requirements into fixed-price requirements.
- Develop and manage the PBA team – who should be involved, work breakdown and task identification.
- Evaluate performance results against performance standards.



SKILLS

- Procurement business case development.
- Project management.
- Contract writing skills.

Project Management for Non-Project Managers

MODALITY



PROGRAM DESCRIPTION

Unleash the project manager within.

You're a project manager if you manage initiatives with fixed start and end dates, collaborate with other departments, coordinate team efforts, and deliver results. If that's you, why not master the project management skills you've started to pick up on your own? In this one-day workshop, you'll learn a simple four-step model you can use to maximize project success.



LEARNING OBJECTIVES

- Build a project plan and the foundation for success-plan, manage and track it all.
- Learn and reinforce best practices from project management that help organize work.
- Learn how to identify and manage project risks.
- Learn how to anticipate changes and quickly adapt.
- Apply these best practices to real-life work while completing a series of activities.
- Collaborate on work, share experiences and learn from each other.



BEHAVIORAL COMPETENCIES

- Action oriented.
- Collaborates.
- Directs work.
- Drives engagement.
- Drives results.
- Ensures accountability.
- Optimizes work processes.
- Plans and aligns.



SKILLS

- Document and model user requirements.
- Planning and organizing.
- Project change management.
- Project management.
- Project schedule management.
- Project tracking and reporting.
- Stakeholder expectation management.
- Validate requirements.

Source Selection Essentials: Planning, Conducting, Debriefing

MODALITY



PROGRAM DESCRIPTION

Source Selection Essentials: Planning, Conducting, Debriefing

concentrates on practical application of the source selection process. This is a scenario-based class where students participate in all phases of the source selection process, including development of an Acquisition Plan, preparation of performance standards, instructions to offerors, evaluation factors, evaluation of proposals for a single scenario, and debriefings.



LEARNING OBJECTIVES

- Apply in-depth, practical knowledge of the best-value source selection process.
- Apply your understanding and skills in buying or selling using best-value source selection.
- Approach source selection based on “hands-on” experience through use of case studies, exercises, and problem solving.
- Interact with your acquisition colleagues effectively and appropriately.



SKILLS

- Acquisition planning.
- Proposal evaluations.
- Proposal evaluation factors.
- Performance standards.
- Source selection criteria.
- Source selection plan.
- Vendor bid analysis.

Source Selection: The Best-Value Process

MODALITY



PROGRAM DESCRIPTION

Through lectures and comprehensive case studies, **Source Selection: The Best-Value Process** will provide you with a solid understanding of what the rules mean and skill training on the principles and processes of sound business decision analysis and decision making. In addition to being of enormous value to government personnel, this course offers industry professionals a wealth of insights into the source selection process and the tools to use those insights to develop effective, winning proposals.



LEARNING OBJECTIVES

- Define key source selection terms.
- Discuss the basic goals and rules of source selection.
- Conduct effective market research and acquisition planning.
- Prepare evaluation factors and standards, and a source selection plan.
- Prepare proposals that map to the government’s requirements.
- Evaluate proposals, including the application of different rating and scoring methods.
- Establish a competitive range and conduct exchanges with offers.
- Document a source selection decision that supports the cost/technical trade-off.
- Prepare for debriefings and (if necessary) bid protests.



SKILLS

- Acquisition planning.
- Proposal evaluations.
- Proposal evaluation factors.
- Performance standards.
- Source selection criteria.
- Source selection plan.
- Vendor bid analysis.

Subcontract Management in Government Contracting

MODALITY



PROGRAM DESCRIPTION

Subcontract Management in Government Contracting provides a comprehensive overview of the laws, government policies and regulations that apply to subcontracts and subcontract management. With all of the changes that have occurred in procurement, this course is a must for keeping subcontracting activities efficient, profitable and in compliance with government requirements. Created for government representatives, subcontractors and prime contractors, the course details the subcontracting provisions contained in the FAR. The course also covers key issues of subcontracting today, such as flow-downs, pricing, disputes, payments and terminations.



LEARNING OBJECTIVES

- Recognize roles and responsibilities of government, prime and subcontractor.
- Distinguish which contract clauses must flow down to subcontracts and their requirements.
- Understand subcontractor rights and remedies when the prime contractor is terminated.
- Explain the impact of cost or pricing data.
- Manage subcontract-related disputes.



SKILLS

- Claims and disputes.
- Prime contract requirements.
- Subcontract management.
- Subcontractor performance management.
- Subcontractor rights and remedies.
- Vendor management.

Vendor Performance Management

MODALITY



PROGRAM DESCRIPTION

Vendor Performance Management is designed to give buyers, acquisition staff, and managers targeted training on relationship management, performance management, measurement, communication, and conflict management. This course can provide you with the tools and methods that will help you define and analyze your vendors, communicate with them effectively, prevent and/or effectively manage potential conflicts, and benefit from the best practices of performance-based acquisition. You will have an opportunity to practice the key activities of managing vendor performance and apply that knowledge to your specific organizational environments.



LEARNING OBJECTIVES

- Introduce best practices in performance-based service contract administration.
- Identify, prioritize and document project stakeholders.
- Develop stakeholder management and communication plan.
- Improve skills of effective oral and written communication.
- Effectively monitor and control vendor performance.
- Improve partnership relationships with vendors.
- Manage contract changes.
- Reduce and effectively manage conflicts.



SKILLS

- Claims and disputes.
- Contract change control.
- Presentation skills.
- Vendor management.
- Vendor performance management.
- Vendor rights and remedies.
- Contract writing skills.

Certificate details

Contract Management

Foundational certificate

COMPLETE THREE COURSES WITHIN TWO YEARS

One must be taken

- Contract Management Principles & Practices.
- Federal Contracting Basics.

One must be taken

- Writing Statements of Work: The Heart of Any Contract.
- A course from the Contract Management Program.

One may be taken from these programs

- Agile.
- Business Analysis.
- Business Skills.
- Project Management.
- Program Management.

Professional certificate

COMPLETE SEVEN COURSES WITHIN FOUR YEARS

Must be taken

- Contract Pricing.
- Federal Contracting Basics.
- Negotiation Strategies & Techniques.
- Operating Practices in Contract Administration.
- Source Selection: The Best Value Process.

Two may be taken from these programs

- Agile.
- Business Analysis.
- Business Skills.
- Project Management.
- Program Management.

Bring training on-site to your organization

We look at your training needs holistically and can offer a plan fit your business needs.

We offer training solutions to improve each of the discipline areas needed to transform an organization from good to great. By working directly with your organization using a consultative and adaptive approach, we develop learning solutions that address your specific business requirements to bring out the best performance in your projects and people.

If you have ten or more attendees, we can bring training to the location of your choice, anywhere in the world. Depending on your specific organizational business requirements, we can deliver targeted training in 13 different languages and one or more of the following formats:

CONTEXTUALIZED TRAINING

We can contextualize the training to reflect your specific industry, corporate culture, business goals, and objectives.

OFF-THE-SHELF TRAINING

We can bring our traditional classroom courses to a location of your choice — this is the most efficient option in terms of implementation and cost.

BLENDED TRAINING

We can deliver a range of training methods by combining classroom-based courses with online learning solutions at all stages of the program.

About Korn Ferry

Korn Ferry is a global organizational consulting firm. We work with our clients to design optimal organization structures, roles, and responsibilities. We help them hire the right people and advise them on how to reward and motivate their workforce while developing professionals as they navigate and advance their careers.

