



DEFENSE ACQUISITION UNIVERSITY
CON 280 - Source Selection and Administration of Service Contracts

120301

*Course Learning/Performance Objectives followed by its
enabling learning objectives on separate lines if specified.*

1	Given a complex services requirement, identify the appropriate source selection team roles and responsibilities, to include government and non-government advisors.
	Identify the roles and responsibilities of the source selection authority
	Identify the roles and responsibilities of the contracting officer
	Identify the roles and responsibilities of the source selection advisory council
	Identify the roles and responsibilities of the source selection evaluation board
	Identify the roles, responsibilities and limitations associated with the use of non-Government advisors
2	Given a complex services requirement, determine appropriate methods of communication employed by the acquisition team
	Construct pre-solicitation conference
	Discuss RFI to industry
	Conduct face-to-face meetings with industry
	Identify components of a team charter in the acquisition process
	Identify the value of a communication plan to the acquisition team in a pre-and post-award environment
3	Using the results of market research, assess the industry's environment and determine availability of sources
	Analyze market research documentation
	Apply historical cost/pricing principles to estimate future contract pricing
4	Given a complex services requirement and market research results, decide the appropriate acquisition strategy that maximizes small business participation at the prime and subcontracting levels
	Identify SDB and SB administration 8(a) authority and actions
	Identify procedures to ensure subcontracting opportunities for small businesses
	Identify set-aside procedures
5	Using the results of an analysis of a given requirement, determine an appropriate performance-based approach that meets the customer's mission requirement
	Provide business and contracting advice to stakeholders on acquisition strategy
	Determine solicitation type
	Determine socio-economic requirements
	Determine pricing approach
	Evaluate performance requirements Objectives, Standards and deliverables
6	Given a complex services requirement and using the results of an in-depth market research report, construct relevant elements of an acquisition plan IAW FAR and DFARS
	Determine acceptable levels of risk
	Identify risk types that can impact an acquisition
	Discuss Organizational Conflicts of Interest (OCI)/Personal Conflicts of Interest (PCI)
	Discuss the affect of Government Property in a competitive acquisition
7	Utilizing the DAU Performance Requirements Roadmap and results of a comprehensive market research generate PBA metrics mirroring best commercial practices
	Compose a comprehensive QASP that identifies how surveillance of the contractor will be performed
	Develop a Performance Requirement Summary using PBA metrics gleaned from the market research report that mirrors best practices
8	Given a contract requirement, accurately assess the financial implications of various types of contract and incentive arrangements
	Determine the appropriate contract type
	Construct an incentive arrangement that motivates the contractor to control costs
	Decide any performance or schedule incentives
	Determine appropriate payment and/or financing arrangements



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	Determine fee disbursement criteria and special provision with payment instructions
9	Given a complex services requirement, evaluate incentive arrangements, for adherence to regulation, policy and guidance
	Formulate final price
	Formulate fee adjustments
10	Given a complex services requirement, construct a source selection plan that meets all public law, regulations, policy, and other guidelines
	Determine evaluation criteria
	Determine appropriate rating system
11	Given a complex services acquisition situation, appropriately apply the necessary Government funding provisions
	Discuss the appropriate response to a contractor's notification IAW the limitation of cost provisions
	Determine the appropriate level of funding required considering contract ceilings and targets versus most likely cost estimates
12	Given a complex services requirements package, examine appropriate sections of a solicitation in accordance with application laws, regulations, policies, acquisition plan and source selection plan
	Discuss the unique clauses requirements for Section H
	Prepare the language for Section L & M
	Analyze the contract line items in Section B
13	In a competitive negotiated contracting environment, construct the competitive range based on FAR and other guidance
	Identify appropriate exchanges with offerors
	Identify which proposals are to be included
	Conduct meaningful discussions as interpreted by GAO in legal decisions
14	Given a complex services acquisition situation evaluate several contractor proposals to determine contract award
	Evaluate the proposed cost incentive arrangements
	Conduct a cost realism analysis to determine and apply the most probable cost adjustments
15	After establishment of a competitive range, plan for negotiations/discussions in accordance with FAR and DFARS
	Analyze audit and technical reports
	Conduct cost and/or price analysis (or review price analysts reports)
	Prepare pre-negotiation position to include identifying potential trade-offs
16	Using the standards for contractor responsibility in FAR Part 9.1, discuss the contractor responsibility process prior to contract award
	Determine whether the prospective contractor is qualified and eligible to receive an award under applicable laws and regulations
	Describe the steps to be taken when a small business contractor is determined non-responsible
17	In a competitive contracting environment and using the DoD source selection procedures, examine a source selection to determine the best value proposal to meet mission requirement
	Evaluate SSEB report for consistency with SSP and solicitation
	Compose a source selection decision document that is consistent with the source selection plan
	Create a comprehensive SSA briefing in the form of a robust business case that utilizes the research and supporting documents in a comprehensive and coherent manner
	Conduct a robust SSA presentation that defends a best value decision, SSAC recommendations and trade-off analysis in a comprehensive and valid method to support a final SSA decision
18	Based on the results of the SSEB & SSAC evaluation reports and the SSDD, determine what information to include in debriefings and differentiate between protest processes
	Differentiate between pre-award and post-award debriefings with regards to content and timelines
	Differentiate between the protest processes of the four Government offices where the contractor can file a protest
	Conduct a Post award debriefing to an unsuccessful offeror
19	After contract award, determine the appropriate forum to address customer and contractor's responsibilities for successful performance of the contract



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	Discuss a post-award conference process and its value to the success of the contract
	Discuss the importance of reading and understanding contract requirements
20	After contract award, compose contract administration requirements in accordance with FAR and DFARS
	Determine when to delegate administrative functions
	Describe the process to appoint, train and manage CORs
	Determine contract surveillance requirements to support effective risk management of the contract
21	Determine the need for contract modifications in accordance with contract terms and conditions and FAR and DFARS
	Evaluate contractor's request for equitable adjustment
	Assess the impact of a price adjustment to the elements of an incentive arrangement
	Formulate appropriate under/over target adjustments to the elements of the incentive arrangement
	Analyze the contract option process
	Evaluate appropriate wage rate increases IAW Service Contract Act
22	After contract award, conduct contract administrative functions in accordance with FAR and DFARS
	Analyze contracting officer representatives' feedback
	Discuss evaluation of contractor performance in DoD
	Examine proper methods to assess contractor compliance with contract requirements
	Formulate remedies for cost reimbursable contracts for failure to make progress
23	After contract performance is complete, determine contract close-out procedures as they relate to services and the case study
	Discuss inventory close-out documentation unique to services contracts
	Discuss closeout costs in an incentive environment
24	Given a complex services acquisition, appropriately examine the provisions of the allowable cost and payments provision
	Analyze allowable costs, unallowable costs, and cost allowable with restrictions
	Select government advance notifications to disallow costs
25	Given a complex services acquisition, appropriately evaluate the provisions of the incentive fee provisions
	Select the necessary information required to determine the final actual audited allowable cost incurred in completing performance
	Determine the application of billing vs. final contractor rates
	Determine final fee computations from final actual audited allowable costs
26	Given a complex Contracting issue, deliver, on an individual basis, a written and oral presentation
	Conduct research on a given complex Contracting issue
	Analyze research results to identify potential solutions
	Select potential solutions and defend recommendations
	Discuss results effectively in writing
	Discuss results effectively in an oral presentation