



DEFENSE ACQUISITION UNIVERSITY

CON 115 - Contracting Fundamentals

111001

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

1	<p>Given a customer need, reinforce areas of mutual interest within an acquisition environment (requiring activity, contractor, contracting office, others).</p> <p>Apply the factors in development of your mission support strategy.</p> <p>Apply the key characteristics for successful customer relationships.</p> <p>Apply the Seven-steps path to decision making.</p>
2	<p>Using the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS), locate required information.</p> <p>Identify how the FAR is organized, administered and updated.</p> <p>Identify how the DFARS is organized, administered and updated.</p>
3	<p>Given a provided mission support area, conduct strategic or tactical market research.</p> <p>Describe the characteristics of strategic and tactical market research.</p> <p>Explain the benefits of conducting a market research.</p> <p>Identify required sources for a supply or service.</p> <p>Describe the procedures for using a qualified bidders list (QBL), qualified manufacturers list (QML), or qualified products list (QPL).</p> <p>Locate potential sources of information.</p> <p>Analyze acquisition resources and market research information.</p> <p>Apply performance assessment methods.</p> <p>Justify the requirements for using the Economy Act.</p>
4	<p>Given a customer need, resolve all issues related to developing the applicable requirements documents for an acquisition.</p> <p>Identify the various issues and elements considered when developing requirements documents.</p> <p>Prepare a document required for acquisitions for services, construction, Architect-engineer services.</p>
5	<p>Given a customer requirement, determine the applicable laws (labor, environment, socioeconomic, and foreign acquisition requirements) to that requirement.</p> <p>Describe the characteristics of a socioeconomic program(s).</p> <p>Describe the procedures for setting aside an acquisition under the Small Business Act.</p> <p>Determine applicable requirements to include foreign acquisition, labor, and environment.</p>
6	<p>Given the customer requirement, select the appropriate contract type.</p> <p>Describe the simplified acquisition methods.</p> <p>Describe methods of acquisition for other than simplified acquisition procedures.</p> <p>Identify the basic types of contracts and agreements.</p> <p>Identify the methods of providing for recurring requirements.</p> <p>Apply methods for contract selection</p>
7	<p>Given a customer requirement, apply competition requirements.</p> <p>Apply competition requirements using Simplified Acquisition Procedures (SAP).</p> <p>Apply competition requirements that exceed the Simplified Acquisition Threshold (SAT).</p>
8	<p>Given a customer need, develop an acquisition strategy.</p> <p>Identify characteristics of best value.</p> <p>Identify the relationship between best value, acquisition planning, and achieving mission goals.</p> <p>Identify the elements of a written acquisition plan.</p> <p>Identify the elements of source selection planning.</p> <p>Determine the criteria in developing an acquisition strategy.</p>
9	<p>Given a procurement request (PR) package, determine if the purchase request package can be accepted and processed.</p> <p>Examine a purchase request package to verify it contains the required elements.</p> <p>Determine the adequacy of funding in the purchase request package.</p> <p>Determine the reasonableness of the Independent Government Estimate (IGE).</p>



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	Examine supporting documents in a purchase request package for adequacy.
10	Given a requirement, determine the applicable methods for exchanging information with the vendor.
	Determine when early exchanges with industry are appropriate.
	Determine if there is a need to publicize information on proposed contract actions.
	Choose the appropriate methods and tools for publicizing information on proposed contract actions.
	Explain the procedures to conduct a pre-quote, pre-bid, pre-proposal conference.
	Determine appropriate response to an inquiry from the general public about a solicitation received prior to contract award.
11	Given the specifics of the requirement, identify the components and procedures for preparing an oral or written solicitation.
	Identify the different types of solicitations.
	Explain the characteristics of commercial solicitations.
	Explain the characteristics of noncommercial solicitations.
	Determine price and non-price related factors for incorporation in the solicitation.
	Choose the method of evaluation for the solicitation.
	Determine if contract financing is appropriate and apply the procedure for providing contract financing.
	Determine if an amendment or cancellation is appropriate for a solicitation.
Explain the requirements for conducting oral presentations.	
12	Given a solicitation, identify the procedures for processing solicitation responses.
	Explain the procedures for safeguarding quotes and proposals.
	Apply the procedures for processing timely and late offers.
13	Given responses to a solicitation, determine the analytical techniques that will be used to evaluate contractors' proposals to ensure that both the Government and contractor get a fair and reasonable price.
	Explain the purpose of conducting an analysis of a contractor's price proposal.
	List the factors that affect price analysis considerations.
	List the factors that affect cost analysis and cost realism analysis considerations.
	Determine whether to use price analysis or cost analysis to evaluate the contractor's proposal.
	Explain the preferred price analysis techniques to review a contractor's proposal.
Determine other information that may be used in support of price analysis.	
14	Given responses to a solicitation, complete a price analysis of a contractor's proposal in order to establish price objective for negotiation.
	Determine factors that affect price comparability.
	Select a price evaluation technique to review a contractor's proposal.
	Determine the government's pre-negotiation objective.
15	Given the results of an evaluation, determine the elements of a negotiation strategy.
	Explain how to prepare for a negotiation.
	Explain how to determine the competitive range.
	Determine appropriate type of exchange with offerors.
16	Given results of the evaluation process, demonstrate contract award procedures.
	Identify the conditions that may require bid rejection and cancellation or bid rejection and re-solicitation.
	Determine contractor responsibility from past performance information.
	Explain how to review contractor past performance information.
	Demonstrate how to prepare award documents using simplified acquisition procedures (SAP).
	Demonstrate how to prepare award documents using other than simplified acquisition procedures.
Apply the procedures for debriefing pre- and post-awards.	



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	Determine appropriate actions to resolve protests.
17	Apply the major elements of contract administration planning.
	Identify the policies and procedures for delegating contract administration functions.
	Apply the policies and procedures for designating, training, and managing contracting officer's representatives.
18	Categorize the policies and procedures for the post-award orientation of contractors.
	Identify the purpose of a post-award orientation.
	Identify the factors to be considered in determining the need for a post-award orientation.
19	Apply policies and procedures for managing contract performance.
	Identify the methods of monitoring contractor performance.
	Identify the policies and procedures for documenting contractor performance information.
	Identify remedies for managing contract performance.
	Select available remedies when contractor performance is not timely.
	Select available remedies when supplies or services do not meet contract quality requirements.
20	Determine the policies and procedures for payment.
	Identify the different types of payment used in government contracts.
	Identify payment procedures.
	Identify the policies and procedures for setoff.
	Select contractor remedies for late payment and government remedies for overpayment.
21	Apply the policies and procedures for preparing and processing contract modifications.
	Identify the general policies for contract modifications.
	Identify the different types of contract modifications.
	Identify the policies and procedures for change orders.
	Identify the procedures for responding to contractor assertions of constructive changes.
	Apply the guidelines for determining whether a contract modification is within the general scope of the contract.
22	Apply the policies and procedures for resolving contract disputes.
	Identify the steps in the disputes process.
	Identify the policies and procedures for the assertion of claims.
	Examine the contracting officer's role in resolving disputes.
23	Employ the policies and procedures for the termination of contracts.
	Identify the different types of contract terminations.
	Apply the general principles for contract termination.
24	Examine the policies and procedures for closing out contract files.
	Identify the responsibilities of the contract administration office for closing out contract files.
	Select the required actions for closing out contract files.