

Senior/Expert Acquisition Management

Workshop Course U153 • 4 DAYS



You Will Learn How To:

- Evaluate a requirements development process to establish mission-oriented capabilities and needs
- Supervise effective market research, assess technology development processes and establish options to enhance business strategies
- Evaluate a concept selection process and develop recommended courses of action



Active Learning Workshop:

- Defining the requirements and analyzing market research
- Evaluating the concept selection process
- Monitoring the technology development process
- Developing contract requirements and support documentation
- Preparing and issuing contract solicitations
- Creating performance-based service agreements

About This Course: Successful acquisitions begin by developing clear business and user requirements and progressing through concept development to performance-based contracts. This course provides the skills to evaluate complex acquisition projects, including requirements, concept, technology and contract documentation.

Course Content ► Workshop Course U153 • 4 DAYS

Reviewing Acquisition Management Principles

Recognizing acquisition authority

- Defining a project mission
- Addressing contract authority and oversight

Following acquisition principles

- Following basic contract principles and federal acquisition regulations
- Managing special acquisitions

Enhancing the Requirements Process

Meeting the mission needs

- Defining mission-oriented agency capabilities
- Developing user scenarios involving stakeholders

Valuing performance results

- Creating operational performance measures
- Identifying key questions for performance measures
- Addressing nonsystem specific approaches

Evaluating the Statement of Needs

- Selecting appropriate documents
- Reviewing GAO best practices

Creating Valuable Market Research

Focusing on pertinent research

- Evaluating technology maturity for acquisition planning
- Identifying business strategy

Clarifying research findings

- Addressing dual-use technologies
- Validating market research

Matching requirements to development

- Strategies for technology development
- Applying best practices

Focusing the Concept Selection Process

Making alternatives meaningful

- Delineating analysis of alternative concepts
- Identifying concept benefits
- Creating recommended courses of action

Selecting a successful concept

- Specifying performance measures
- Recommending a preferred system concept

Adhering to the Technology Development Process

Defining detailed requirements

- Delineating system requirements
- Preparing an R&D work statement
- Creating key performance parameters
- Conducting requirements trade-offs

Reporting to oversight organizations

- Documenting the acquisition program baseline
- Specifying the acquisition strategy/plan
- Addressing A-94 assessments and evaluations
- Addressing OMB 300 submittals

Preparing and Issuing the Solicitation

Preparing a comprehensive program specification

- Identifying appropriate use of Statement of Work (SOW)
- Identifying appropriate use of Statement Of Objectives (SOO)

Establishing appropriate evaluation criteria

- Assisting in planning solicitation activities
- Creating pre-award policies
- Disseminating information and requirements
- Addressing presolicitation communication options

Gathering Requirements and Support Documentation

Planning preaward actions

- Outlining challenging contract clauses
- Addressing multiple-incentive contracts
- Avoiding SOW or SOO unintended nuances
- Analyzing complex CLIN structures

Identifying unclear provisions

- Aligning complex technical execution provisions
- Addressing complex contract funding provisions
- Specifying complex government funds provisions

Creating Performance-Based Service Agreements

- Negotiating a baseline of performance
- Evaluating management actions for acquisition services
- Creating a level of support at a cost consistent with funding

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— D. Lamarche, Manager,
Thin Client Services”



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