

Entry Acquisition Management

Workshop Course U157 • 4 DAYS



You Will Learn How To:

- Create a formal approach to identifying and prioritizing mission-oriented capability gaps in federal projects
- Develop market research techniques to validate government funding usage
- Explore methods for selecting a technical approach, including MOEs/ KPIs and cost/benefit analysis
- Build a source selection process aligned to the level of procurement



Active Learning Workshop:

- Evaluating a contract and contract scenarios
- Developing a needs statement and conducting market research
- Creating a user requirements document
- Building a RACI matrix and creating a simple contract structure
- Assessing proposals and developing a recommendation for awards
- Identifying contract performance issues, risks and proposed actions

About This Course: Contracting acquisition processes and procedures are often intricate and complex. In this course, you learn a sound methodology for developing organizational requirements. You also learn the value of FAR Parts 10 and 12 for conducting market research and acquiring services to meet customer needs.

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— D. Lamarche, Manager,
Thin Client Services

Course Content ► Workshop Course U157 • 4 DAYS

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

- 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 post-award 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



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