

Module Number and Name	Topics	Learning Objectives	Instructional Assessments
Course Overview		<ul style="list-style-type: none"> • Develop a contract administration plan • Conduct a postaward orientation • Monitor contract performance • Resolve problems that arise during contract performance • Implement contract modifications and options • Describe the contractor's responsibility for submitting an adequate voucher/proper invoice • Use appropriate contract payment and financing methods • Determine when consent to subcontract is required and what the process involves • Describe the steps performed in government property administration • Explain the basis for termination for convenience or default • Describe contract closeout requirements 	<ul style="list-style-type: none"> • Warm-up exercise: Contract Administration Process
1. Contract Administration Planning	<ul style="list-style-type: none"> • Steps in contract administration planning • Key clauses and requirements • The government contract administration team • Delegation of functions • The contract administration plan • Notices and instructions 	<ul style="list-style-type: none"> • Identify contract clauses and requirements that are critical to contract performance • Describe contract administration functions that may be delegated and to whom they will be delegated • Identify the key members of contract administration teams and describe their roles and responsibilities • Develop a contract administration plan 	<ul style="list-style-type: none"> • Lecture/seminar • Class discussion • Action Plan
2. Postaward Orientation	<ul style="list-style-type: none"> • Definition and goals of postaward orientation • Need for postaward orientation • Types of postaward orientations • Planning the orientation • Postaward orientation procedures and goals • Documenting the orientation meeting 	<ul style="list-style-type: none"> • Explain common considerations in deciding whether to hold a postaward orientation • List possible goals of a postaward orientation • Describe elements of a postaward orientation conference report or minutes 	<ul style="list-style-type: none"> • Lecture/seminar • Class discussion • Action Plan

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3. Performance Monitoring	<ul style="list-style-type: none"> • Steps in performance monitoring • Determining monitoring level (risk assessment) • Contract types and degrees of risk • Measuring contract performance status • Inspections • Acceptance or rejection of supplies and services • Contractual remedies under the Federal Acquisition Regulation (FAR) 	<ul style="list-style-type: none"> • List factors to consider in determining the risks of performance and the appropriate level of performance monitoring • Describe steps in performance monitoring • Summarize the standard FAR inspection clause • Describe inspection methods for supplies and services • Explain the significance of acceptance • Describe remedies for nonconformance • List circumstances in which acceptance is not final 	<ul style="list-style-type: none"> • Lecture/seminar • Class discussion • Case study • Action Plan
4. Problem Resolution	<ul style="list-style-type: none"> • Steps in contract administration problem resolution • Identifying performance problems • Rules of contract interpretation • Stop-work orders • Delays • Disputes vs. claims • Claim process • Alternative dispute resolution (ADR) <ul style="list-style-type: none"> • ADR techniques • ADR philosophy • Benefits of ADR • Impact of ADR on a dispute • Authority for ADR and FAR requirements • When ADR is inappropriate 	<ul style="list-style-type: none"> • Identify and document potential performance problems • Summarize the rules of contract interpretation • Describe situations under which a stop-work order is necessary • Describe different types of delays • Distinguish excusable delays from nonexcusable delays • Describe methods of ADR • Explain the government policy on ADR • Describe the formal contractual remedies available to the government • Distinguish between remedies available under contracts for commercial items and those available under contracts for noncommercial items • Identify a claim process 	<ul style="list-style-type: none"> • Lecture/seminar • Class discussion • Exercise • Case study • Action Plan

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5. Contract Modifications/Options	<ul style="list-style-type: none"> • Types of contract modifications • Implementing supplemental agreements • Contract scope and in-scope changes • Pricing changes • Constructive changes • Options <ul style="list-style-type: none"> • Exercising an option • Standard contract clauses for options 	<ul style="list-style-type: none"> • Determine whether a contract modification is needed • Choose the appropriate type of modification • Distinguish between unilateral and bilateral modifications • Explain the concept of equitable adjustment as a result of contract modifications • Explain scope of the contract as a constraint on the ability to modify a contract • Explain the significance of constructive change • Describe circumstances when it is in the government's best interests to exercise an option • Describe the process of exercising an option with regard to authority, format, and timing 	<ul style="list-style-type: none"> • Lecture/seminar • Class discussion • Exercise • Case study • Action Plan
6. Contract Payments	<ul style="list-style-type: none"> • Types of contract payment <ul style="list-style-type: none"> • Advance payments • Assignment of claims • Assignee protection • Progress payments • Performance-based payments • Limitation of cost • Cost allowability • Prompt payment • Elements of a proper invoice • Contract financing and invoice payments 	<ul style="list-style-type: none"> • Describe the categories of contract payments • Describe the requirements for an assignment of claims • Explain the limitations of cost/fund requirements and conditions of use • Select the most appropriate action to take when a contract is nearing the estimated cost or fund limitation • Describe prompt payment requirements • List the basic elements of a complete invoice 	<ul style="list-style-type: none"> • Lecture/seminar • Class discussion • Exercises • Action Plan

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7. Subcontracting	<ul style="list-style-type: none"> • Contract privity • Subcontracting plans <ul style="list-style-type: none"> • When they are required • Types • Elements • Contractor responsibilities • Government monitoring • Consent to subcontract • Contractor purchasing system reviews (CPSRs) • Contract clauses applicable to subcontracting issues 	<ul style="list-style-type: none"> • Determine when subcontracting plans are necessary • Identify subcontracting plan requirements and responsibilities • Define the term privity • Describe circumstances under which the government has the right to consent to subcontracting • Describe circumstances under which consent to subcontracting requirements may be waived • Determine when consent to subcontracting is prohibited by the FAR or should otherwise be withheld • Explain the purpose of contractor purchasing system reviews (CPSRs) • Describe the process of preparing for and participating in a CPSR • Explain how a contractor determines what clauses must or should be flowed down to subcontractors 	<ul style="list-style-type: none"> • Lecture/seminar • Class discussion • Exercise • Action Plan
8. Property Administration	<ul style="list-style-type: none"> • Government property policy • Definition of government property • Property administration • Contractor responsibilities • Disposition of government property 	<ul style="list-style-type: none"> • Explain the general policy regarding government property • Define and classify government property • Describe the regulatory requirements for managing government property • Describe the government's role in property administration • Describe contractor responsibilities for government-furnished property (GFP) • Describe the government's alternatives for disposal or recovery of GFP 	<ul style="list-style-type: none"> • Lecture/seminar • Class discussion • Case study • Action Plan
9. Contract Termination	<ul style="list-style-type: none"> • Types of contract termination • Termination for default process <ul style="list-style-type: none"> • Factors to consider • Forbearance or waiver • Notice of termination • Alternatives • Termination for convenience process 	<ul style="list-style-type: none"> • Describe at least five circumstances that may warrant partial or full contract termination • Identify the two types of termination the FAR recognizes • List the steps in the termination for convenience procedure • List the steps in the termination for default procedure • Determine the adequacy of and appropriate remedies for a termination for cause on a commercial contract 	<ul style="list-style-type: none"> • Lecture/seminar • Class discussion • Case study • Action Plan

Summary for *Operating Practices in Contract Administration (CON 112: Mission Support Performance Assessment)*

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10. Contract Closeout	<ul style="list-style-type: none"> • Importance of contract closeout • Closeout completion time lines • Steps in contract closeout • Quick closeout procedure • Performance evaluations and the contractor's past performance file • Circumstances that may inhibit closeout 	<ul style="list-style-type: none"> • Identify the purpose of contract closeout • Identify the participants in contract closeout • List the steps in performing contract closeout • Explain government policy on performance evaluation as a part of contract closeout • List information that should be included in contractor past performance files 	<ul style="list-style-type: none"> • Lecture/seminar • Class discussion • Action Plan
Course Closeout			<ul style="list-style-type: none"> • 25-question, multiple-choice exam • Participant evaluations