



TREASURY  
ACQUISITION  
INSTITUTE



Fiscal Year 2020  
Course Catalog



Dear Treasury Acquisition Institute (TAI) Students:

TAI is pleased to provide our Fiscal Year (FY) 2020 Course Catalog. Part of our mission is to deliver world-class training, education, and leadership to enhance professional growth. Our vision is to be an acquisition training, education, and development center of excellence, enabling effective, and efficient acquisition outcomes.

This year's catalog contains a variety of course offerings designed to meet the education and training needs of procurement professionals as well as professionals that have a desire to learn and grow in your journey to acquire knowledge. In addition, the FY 2020 catalog introduces several new courses and features a new **Foundational and Professional Certificate in Contract Management via Duke University**.

The TAI staff would like to thank you for your support. We welcome your input and hope that you will let us know how we can better serve you at TAI. We look forward to seeing you at TAI this year and remain committed to assisting you obtain the training needed to achieve your professional success.

Sincerely,

A handwritten signature in black ink that reads 'Torrance D. Chism'.

Torrance (TD) Chism  
Director & Chief Learning Officer

# TAI Staff Directory

## Torrance (TD) Chism

Director and Chief Learning Officer

**Henry Dickerson**

Business Operations Specialist

(202) 803-9573

[henry.k.dickerson@irs.gov](mailto:henry.k.dickerson@irs.gov)

**Jerome Ellis**

Facility Support

(202) 803-9051

[jerome.t.ellis@irs.gov](mailto:jerome.t.ellis@irs.gov)

**Shonda Grier**

Integrated Talent Management

(202) 803-9058

[shonda.n.grier@irs.gov](mailto:shonda.n.grier@irs.gov)

**Donald Guy**

FAC-COR Agency Certification Manager

(202) 803-9062

[donald.i.guy@irs.gov](mailto:donald.i.guy@irs.gov)

**Ryan Herriges**

Management & Program Analyst

(202) 803-9094

[ryan.c.herriges@irs.gov](mailto:ryan.c.herriges@irs.gov)

**Shahidah Muhammad**

TAI Registrar

(202) 803-9840

[shahidah.muhammad@irs.gov](mailto:shahidah.muhammad@irs.gov)

**Sandra Simpson**

Warrant Program Manager

(202) 803-9092

[sandra.e.simpson@irs.gov](mailto:sandra.e.simpson@irs.gov)

**Rhonda Stewart**

Interagency Agreement Manager

(202) 803-9096

[rhonda.l.stewart@irs.gov](mailto:rhonda.l.stewart@irs.gov)

**Nicole Williams**

FAC-C Agency Certification Manager

(202) 803-9093

[nicole.A.williams@irs.gov](mailto:nicole.A.williams@irs.gov)

## **PROGRAM OVERVIEW, POLICIES & GENERAL INFORMATION**

---

### **Treasury Acquisition Institute's History**

The Department of the Treasury and the Internal Revenue Service in partnership with the other Treasury Bureaus on September 14, 1993, established the Treasury Acquisition Institute (TAI).

TAI was created to coordinate and lead Departmental and Bureau efforts to obtain the best training possible for their acquisition professionals. Since commencement, many other Federal agencies and organizations have participated in the TAI training program.

---

### **Treasury Acquisition Institute's Mission**

Deliver world-class training, education, and leadership to enhance professional growth and to develop certified and qualified acquisition professionals, focused on providing value-added acquisition services.

---

### **Treasury Acquisition Institute's Vision**

The Treasury Acquisition Institute (TAI) will be an acquisition training, education, and development center of excellence, enabling effective and efficient acquisition outcomes.

---

### **Taking Classes at TAI**

TAI serves many government agencies and bureaus such as the United States Mint, Government Accountability Office, the Bureau of Engraving and Printing, and the Drug Enforcement Administration to name a few.

If your agency/bureau is interested in attending TAI courses, please contact Rhonda Stewart at [Rhonda.L.Stewart@irs.gov](mailto:Rhonda.L.Stewart@irs.gov) for information about establishing an Interagency Agreement with TAI.

---

### **TAI Location and Hours**

The Treasury Acquisition Institute, located at 77 K Street, N.E., Suite 2100, Washington D.C. 20002.

Classes begin at 8:30 am and end at 4:30 pm unless otherwise noted on the registration confirmation.

---

### **IRS Procurement Employees**

TAI is your preferred training provider. You **MUST** apply for classes held at TAI before considering other training providers.

---

## How to Register for TAI Classes

To register for classes, you must create a profile and submit a request through the Federal Acquisition Institute's Training Application System (FAITAS).

<https://faitas.army.mil/Faitas/External/Login/?ReturnUrl=%2ffaitas>

**(when you click on the link above, if a box comes up click on the skip verification option)**

**Presently we are not offering virtual training classes.**

### Need Help with FAITAS?

A **FAITAS Employee Quick Start Guide** is located under the Help Menu from the FAITAS login page. Additional guides are located under the Help Menu once logged into FAITAS.

Instructions for creating a profile, submitting a training request for TAI, FAI or DAU sponsored training and printing training certificates in the Federal Acquisitions Institute Training Application System (FAITAS) are located on the TAI website:

**TAI Intranet:** <https://portal.ds.irsnet.gov/sites/DCOSProcurement/SitePages/TAI.aspx>

**TAI Internet:** <http://www.irs.gov/uac/Treasury-Acquisition-Institute>

Frequently Asked Questions for FAITAS are located at:

[https://gsafai.service-now.com/kb\\_home.do](https://gsafai.service-now.com/kb_home.do)

### What Happens After You Submit Your Request?

1. Your supervisor will be sent an email notifying them you have submitted a request for training in FAITAS.
2. Your supervisor must log into FAITAS to review your training request. If approved, it will be forwarded to the training manager for action. If disapproved, it will be returned to you.
3. The training manager will review and if approved, your request will be forwarded to the TAI registrar for action. If disapproved, your request will be returned to you.
4. The TAI registrar will review your request and if approved, you will receive an email from [training@fai.gov](mailto:training@fai.gov) stating **"Training Request Approved by Federal Acquisition Institute"** and your registration status will show as **"Reserved"** in FAITAS. This will be the final email that you'll receive.
5. **Please print out the email you get that shows your registration status as "Reserved" and bring with you to class.** If disapproved, you will receive an email that your training request has been disapproved.

If you do not receive an email that confirms your registration, and/or you need any assistance regarding FAITAS, you **must** contact the FAI Help Desk at (703) 752-9604 or submit a help desk ticket in FAITAS.

### TAI Registrar Information

For inquiries about TAI classes, please email [procurement.tai.registrar@irs.gov](mailto:procurement.tai.registrar@irs.gov).

---

---

## Attendance Policy

You are required to attend all scheduled days of your course. If you must be absent from any portion of the course, you must notify the instructor and a TAI staff member for approval. Unapproved absences from the classroom will be reported to TAI staff and will result in dismissal from the course.

---

---

## Wait List Policy

Because of the limited quantity of training spaces, we expect courses to fill quickly. If your class is full, you will be placed on the wait list. To determine your wait list position, please log into your FAITAS account and click on the following: [manage career >> training >> my training requests](#) and your sequence number will be displayed.

If you decide to come to TAI on the day the class is offered to see if a seat is available, please bring the email indicating your status as "WAIT."

**IMPORTANT:** On the first day of class, we will use the wait list sequence numbers to fill any remaining seats. If the class is full based on every seat being registered for, students with seat "RESERVATION" status have a grace period of 30 minutes to arrive at the classroom. The grace period ends at 9:00 am, after which time the confirmed but vacant seats are forfeited to individuals with "WAIT" status who are physically at the facility.

NOTE: If you are traveling outside of the local Washington, D.C. commuting area to attend a TAI classroom offering, you should not make travel arrangements until you have received the final email stating "**Training Request Approved by Federal Acquisition Institute**" and your registration status indicates "**Reserved**" in FAITAS. For wait listed students, travel distance will not be an influencing factor regarding receiving a seat.

---

---

## Course Completion Certificates

Upon successful completion of the class, you will be able to print your course completion certificate by clicking on the icon next to the word "Graduation". It typically takes 7 business days after the last day of the class to be graduated in FAITAS.

---

## No Show Policy and Class Cancellation

A “No Show” will result when a student fails to report to class on the first day (by 9:00 am) and no official cancellation was processed. All cancellation requests **must** be processed through FAITAS. A phone call to the TAI staff, or a voice message is not considered an official cancellation. In the event of a “No-Show,” you may be prohibited from registering for **any** TAI course for a period of 3 months.

If you are unable to attend a class for which you are registered, you must cancel your registration in FAITAS no less than **two weeks** before the class start date (**four weeks** for classes with pre-course work). Please allow up to 2 days for cancellations to be processed in FAITAS.

---

## Dress Policy

The dress policy at TAI is casual business attire. Shorts, caps, tank tops, athletic wear such as sweat suits and flip-flops are inappropriate. For your comfort, we highly recommend you bring a jacket or sweater.

---

## Reasonable Accommodations

For IRS employees, it is the responsibility of the employee’s manager to arrange for reasonable accommodations (i.e., interpreter for hearing impaired, service animals, visual impairment support personnel) and to notify the TAI Registrar at [procurement.tai.registrar@irs.gov](mailto:procurement.tai.registrar@irs.gov) **no less than one week in advance of the class start date**. Non-IRS students must procure or otherwise make arrangements within their agency for the necessary reasonable accommodation support and notify the TAI Registrars within one week of the class start date so that space will be available for the accompanying personnel.

---

## Weather Related Issues

TAI’s operating status is the same as the operating status for Federal Employees in the Washington, DC Area. The [current operating status](#) in the Washington, DC Area is available on OPM website. If the Federal Government is closed, TAI will be closed. If the Federal Government is open with delayed arrival, classes will start on a delayed scheduled. **Please note the following likely scenarios involving inclement weather impacting the normal operating status:**

OPM announces offices are closed: Classes are canceled for that day

OPM announces a 1 hour delayed arrival policy: Classes will start at 9:30 a.m.

OPM announces a 2 hour delayed arrival policy: Classes will start at 10:30 a.m.

OPM announces a 3 hour delayed arrival policy: Classes will start at 11:30 a.m.

OPM announces the government is opening on time but unscheduled telework is authorized: Classes will start at 8:30 a.m.

When weather-related absences affect significant segments of the course, the TAI staff will announce whether all or part of the course will be rescheduled. If a student does not complete the prescribed make-up, no credit will be issued for any part of the course.

<https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/current-status/>

---

## Hotel Accommodations, Transportation Options and Travel Reimbursement

You are responsible for making your own travel arrangements; however, you must **not** make travel arrangements until you receive an email confirming your registration reservation.

### **Hotel Accommodations:**

TAI is located at 77 K Street, Suite 2100, N.E., Washington, D.C. 20002. Please use this address to identify hotels near our location.

### **Transportation:**

**Metro Rail Service:** The nearest Metro rail station is Union Station, which is 1/3 mile (7 minute walk) from 77 K Street. It is recommended that you depart Union Station Metro at the First Street exit and turn right, following First Street to K Street. Make a left onto K Street and enter the building at the K Street entrance.

**Metro Bus Service:** Information on the metro rail and metro bus systems are available at <http://www.wmata.com>.  
**(when you click on the link above, if a box comes up click on the skip verification option)**

**Train Service:** Rail service is available to Union Station. Route and fare information can be found at <http://www.vre.org/> for VRE and <http://mta.maryland.gov/marc-train> for MARC.  
**(when you click on the link above, if a box comes up click on the skip verification option)**

**Taxi Cab Service:** The following taxicab service serves the Washington Metropolitan Area: Yellow Cab Company of D.C., Inc. Phone (202) 544-1212

**Travel Reimbursement:** Local travel for IRS students only attending TAI courses at 77 K Street, NE, Washington, DC will be reimbursed based on the following criteria:

**Privately Owned Vehicles (POVs):** Use of POVs are authorized for attending classes at TAI. Local travelers will be reimbursed for mileage and parking expenses incurred at parking lots located near TAI and at a Metro station or rail facility (MARC or VRE). An IRS employee who's assigned POD is NCFB, will not be reimbursed for parking at the New Carrollton metro parking lot.

**Metro, Rail or Bus Service:** Students will be reimbursed for the cost of Metro, rail or local bus service expenses incurred for the purpose of attending a course at TAI.

IRS students may apply for local travel reimbursement by using the IRS Concur travel system. (Concur travel system: <http://it.web.irs.gov/news/20150326HTLConcur.htm> Concur training can be obtained by accessing Employee Integrated Talent Management (ITM).  
<https://irssource.web.irs.gov/Pages/ITM.aspx>

For assistance with Concur, contact the Travel Services Help Desk at 1-866-743-5748, option 1, option 2, and then select option 1.



---

## **Security**

All students are required to furnish an identification card (Smart Card) issued to U. S. Federal Government civilian employees to access buildings where classes are held. If the student fails to furnish such identification, they may be refused access.

---

## **Smoking Policy**

Smoking is prohibited anywhere within 77 K Street.

---

---

## FY 2020 COURSE OFFERINGS

---

---

### Contracting Officer's Representatives (FAC-COR)

FAC-COR Level II Training - Contracting for CORs  
Contracting Officer Representative (COR) Refresher

### Acquisition Continuous Learning for 1102s and/or CORs

A Practical Guide to the Federal Acquisition Regulation (FAR)  
Acquisition of Commercial Items  
**Acquisition of Agile Services Workshop (New)**  
Administration of Cost-Reimbursement Contracts  
Advanced Issued in Multiple Award Schedules  
**\*\*Advanced Source Selection**  
Agile Project Management for the Federal Environment  
Agile Requirements Development  
Agile Scrum Product Owner: A Federal Approach  
Annual FAR Update  
Annual Review-Hot Issues in Federal Contracting  
Bid Proposal Evaluation Process  
Business Writing for Contracting Officers  
Conducting Technical Evaluations  
Contract Closeout  
Contract Disputes and Terminations  
**\*Contract Management Principles and Practices**  
Contract Negotiation Strategies & Techniques  
Contract Negotiation: The Art and Science of the Deal  
**\*Contract Pricing**  
Contracting for Agile Services  
Contracting with Small Business Concerns  
Contractor Performance Assessment Reporting System (CPARS) for the Acquisition Workforce  
Contracting Officer Representative (COR) Refresher  
Critical Thinking and Problem-Solving Techniques for Contracting Professionals  
Cybersecurity for Contracting Professionals Course  
**\*\*Establishing a Business Mindset**  
Evaluating Contractor Performance  
**Evaluation and Assessment of Contract Documents (New)**  
FAC-COR Level II Training - Contracting for CORs  
Federal Appropriations Law  
Fundamentals of Business, Cost and Financial Management  
Fundamentals of Contracting  
Fundamentals of Leading Projects and Programs  
Fundamentals of Project and Program Management

High Performing Teamwork for the Acquisition Workforce

How to Avoid a Bid Protest

**Influencing Skills for Professionals (New)**

Information Technology Acquisition

Intellectual Property

**Introduction to Agile for Information Technology (New)**

**Introduction to Cloud Computing (New)**

Justifications and Approvals

Leadership Skills for Contracting Professionals

Leading and Managing High-Performing Project Teams

Making Decisions Using Earned Value

Managing Contracting Organizations

Managing Multiple Priorities in the Acquisition Environment

Managing Performance Based Service Awards

**Managing Stakeholder Expectations in the Federal Environment (New)**

Market Research

**Microsoft Excel Level II: Excel for Contracts (New)**

**Monitoring & Documenting Contractor Performance (New)**

**\*Negotiation Strategies and Techniques**

Performance Based Acquisition: Preparing Work Statements

Performance-Based Contract Administration

**Project Management for Contracting Professionals (New)**

**Project Management Principles (New)**

Risk Management in Acquisitions

Service Contract Labor Standards Statute Overview

Simplified Acquisition Procedures

Source Selection

Source Selection Debriefing Procedures Workshop

**\*\*Statement of Work (SOW) Workshop**

**Strategic Sourcing: Key Elements (New)**

Task and Delivery Order Contracting

The Anti-Deficiency Act

Types of Contracts

**\*\*Vendor Performance Management (New)**

**\* Foundational Certificate in Contract Management via Duke University**

**\*\* Professional Certificate in Contract Management via Duke University**

## **Foundational Certificate in Contract Management**

This year we will be offering three courses that will earn you a Foundational Contract Management Certificate in Contract Management from Duke Corporate Education. Each certificate will be issued by Duke University (with a reference to Duke's School of Continuing Studies as the issuing entity).

Students may also apply the credit they've earned by attending these classes to various industry standard certificate programs to achieve or maintain their credentials for:

- National Association of Contract Management (NCMA) – Contracting Certifications.
- Project Management Institute (PMI) – Project Management Certifications
- International Institute on Business Analysis (IIBA) – Business Analysis Certifications

### **Courses:**

Contract Management Principles and Practices	(3 Days)	January 21 - 23, 2020
Contract Pricing	(4 Days)	February 18 - 21, 2020
Negotiation Strategies and Techniques	(4 Days)	March 23 - 26, 2020

## **Professional Certificate in Contract Management**

To earn a Professional Certificate in Contract Management you must complete four (4) additional courses after you have earned the Foundational Certificate offered by Duke Corporate Education. Upon completion of the program you may add the Duke Certified Professional in Contract Management (DCPCM) credential to your title.

### **Courses:**

Advanced Source Selection	(2 Days)	April 29 - 30, 2020
Establishing a Business Mindset	(3 Days)	May 19 - 21, 2020
Vendor Performance Management	(3 Days)	July 7 - 9, 2020
Statement of Work (SOW) Workshop	(3 Days)	July 21 - 23, 2020
<i>"Writing Statements of Work: The Heart of Any Contract"</i>		

## FY 2020 Course Schedule (Chronological)

START DATE	END DATE	COURSE TITLE	CLPs	FAITAS COURSE #	VENDOR
10-28-19	10-29-19	Contracting with Small Business Concerns	16	FCN 442	MCI
12-02-19	12-06-19	FAC-COR Level II Training - Contracting for CORs	40	FCR 201	Centre
12-03-19	12-05-19	Acquisition of Agile Services Workshop	24	FPM 473	MCI
12-10-19	12-12-19	Administration of Cost-Reimbursement Contracts	24	FCN 480	MCI
12-10-19	12-12-19	Information Technology Acquisition	24	FQN 432	MCI
01-07-20	01-08-20	Risk Management in Acquisitions	16	FQN 484	BMRA
01-07-20	01-09-20	Agile Project Management for the Federal Government	24	FPM 432	BMRA
01-07-20	01-09-20	Managing Performance Based Service Awards	24	FQN 434	MCI
01-13-20	01-17-20	Simplified Acquisition Procedures	40	FQN 425	Houseman
01-14-20	01-15-20	Contracting with Small Business Concerns	16	FCN 442	MCI
01-14-20	01-16-20	Contract Negotiations - Art & Science of Deal	24	FCN 439	Perfena
01-21-20	01-23-20	Critical Thinking and Problem-Solving Techniques for Contracting Professionals	24	FLD 102	BMRA
01-21-20	01-23-20	Contract Management Principles and Practices	24	FPM 467	TESE
01-22-20	01-24-20	A Practical Guide to the FAR	24	FCN 196	Tomanelli
01-27-20	01-30-20	Fundamentals of Project and Program Management	32	FPM 131	BMRA
01-27-20	01-31-20	FAC-COR Level II Training - Contracting for CORs	40	FCR 201	Houseman
01-28-20	01-30-20	Advanced Source Selection	24	FQN 446	MCI
02-04-20	02-06-20	Federal Appropriations Law	24	FFM 403	MCI
02-04-20	02-06-20	Source Selection	24	FQN 443	MCI
02-05-20	02-05-20	Influencing Skills for Professionals	8	FLD 122	Centre
02-10-20	02-14-20	Contract Negotiation Strategies & Techniques	40	FQN 406	MCI
02-11-20	02-11-20	Contractor Performance Assessment Reporting System (CPARS) for the Acquisition Workforce	8	FQN 456	BMRA

<b>START DATE</b>	<b>END DATE</b>	<b>COURSE TITLE</b>	<b>CLPs</b>	<b>FAITAS COURSE #</b>	<b>VENDOR</b>
02-11-20	02-12-20	Contract Closeout	16	FCN 421	MCI
02-12-20	02-12-20	How to Avoid a Bid Protest	8	FCN 440	Tomanelli
02-13-20	02-13-20	Intellectual Property	8	FCN 423	Tomanelli
02-13-20	02-13-20	Contracting Officer Representative (COR) Refresher	8	FCR 102	MCI
02-18-20	02-18-20	Market Research	8	FQN 461	MCI
02-18-20	02-21-20	Contract Pricing	32	FCN 511	TESE
02-19-20	02-19-20	Conducting Technical Evaluations	8	FCN 141	BMRA
02-19-20	02-20-20	Performance Based Acquisition: Preparing Work Statements	16	FQN 485	MCI
02-25-20	02-25-20	Business Writing for Contracting Officers	8	FCN 140	BMRA
02-26-20	02-27-20	Cybersecurity for Contracting Professionals Course	16	FCN 482	BMRA
03-02-20	03-03-20	Agile Requirements Development	16	FQN 470	TMS
03-03-20	03-03-20	Introduction to Agile for Information Technology	8	TBD	MCI
03-03-20	03-05-20	Evaluating Contractor Performance	24	FQN 403	MCI
03-04-20	03-04-20	Introduction to Cloud Computing	8	FSA 401	Centre
03-04-20	03-05-20	Performance-Based Contract Administration	16	FCN 481	MCI
03-05-20	03-05-20	Types of Contracts	8	FCN 426	Tomanelli
03-10-20	03-11-20	A Practical Guide to the FAR	16	FCN 196	Centre
03-10-20	03-11-20	Risk Management in Acquisitions	16	FQN 484	BMRA
03-11-20	03-11-20	Justifications and Approvals	8	FCN 803	Tomanelli
03-12-20	03-12-20	Annual FAR Update	8	FCN 193	Tomanelli
03-17-20	03-19-20	Fundamentals of Contracting	24	FPM 132	BMRA
03-18-20	03-19-20	Evaluation and Assessment of Contract Documents	16	FCN 483	Perfena
03-23-20	03-26-20	Negotiation Strategies and Techniques	32	FQN 410	TESE
03-24-20	03-25-20	Project Management Principles	16	TBD	MCI
03-30-20	03-31-20	Advanced Issues in Multiple Award Schedules	16	FCN 437	BMRA
03-31-20	04-02-20	Information Technology Acquisition	24	FQN 432	MCI

<b>START DATE</b>	<b>END DATE</b>	<b>COURSE TITLE</b>	<b>CLPs</b>	<b>FAITAS COURSE #</b>	<b>VENDOR</b>
04-01-20	04-02-20	Bid Proposal Evaluation Process	16	FQN 436	BMRA
04-06-20	04-06-20	Annual Review-Hot Issues in Federal Contracting	8	FCN 402	Perfena
04-06-20	04-07-20	High Performing Teamwork for the Acquisition Workforce	16	FLD 127	BMRA
04-07-20	04-08-20	Acquisition of Commercial Items	16	FQN 450	MCI
04-07-20	04-09-20	Microsoft Excel Level II: Excel for Contracts	24	FLD 203	Perfena
04-08-20	04-09-20	Leadership Skills for Contracting Professionals	16	FLD 146	BMRA
04-09-20	04-09-20	Business Writing for Contracting Officers	8	FCN 140	MCI
04-13-20	04-15-20	A Practical Guide to the FAR	24	FCN 196	Tomanelli
04-14-20	04-16-20	Source Selection	24	FQN 443	MCI
04-14-20	04-16-20	Critical Thinking and Problem-Solving Techniques for Contracting Professionals	24	FLD 102	BMRA
04-20-20	04-24-20	Simplified Acquisition Procedures	40	FQN 425	Houseman
04-21-20	04-22-20	Performance Based Acquisition: Preparing Work Statements	16	FQN 485	MCI
04-23-20	04-23-20	Source Selection Debriefing Procedures Workshop	8	FCL-TREAS-0001	MCI
04-28-20	04-28-20	Annual FAR Update	8	FCN 193	Tomanelli
04-28-20	04-28-20	Contracting Officer Representative (COR) Refresher	8	FCR 102	MCI
04-29-20	04-30-20	Contracting with Small Business Concerns	16	FCN 442	MCI
04-29-20	04-30-20	Advanced Source Selection	16	FQN 446	TESE
05-04-20	05-05-20	Leading and Managing High Performing Project Teams	16	FLD 407	BMRA
05-04-20	05-08-20	FAC-COR Level II Training - Contracting for CORs	40	FCR 201	Houseman
05-06-20	05-07-20	Making Decisions Using Earned Value	16	FPM 446	BMRA
05-11-20	05-11-20	Business Writing for Contracting Officers	8	FCN 140	BMRA
05-11-20	05-11-20	Market Research	8	FQN 461	MCI
05-12-20	05-12-20	Annual FAR Update	8	FCN 193	Tomanelli
05-12-20	05-14-20	Fundamentals of Business, Cost, and Financial Management	24	FPM 133	BMRA

<b>START DATE</b>	<b>END DATE</b>	<b>COURSE TITLE</b>	<b>CLPs</b>	<b>FAITAS COURSE #</b>	<b>VENDOR</b>
05-13-20	05-13-20	Intellectual Property	8	FCN 423	Tomanelli
05-19-20	05-21-20	Critical Thinking and Problem-Solving Techniques for Contracting Professionals	24	FLD 102	BMRA
05-19-20	05-21-20	Establishing a Business Mindset	24	FLD 408	TESE
06-02-20	06-02-20	Contractor Performance Assessment Reporting System (CPARS) for the Acquisition Workforce	8	FQN 456	BMRA
06-02-20	06-03-20	Bid Proposal Evaluation Process	16	FQN 436	BMRA
06-03-20	06-04-20	Cybersecurity for Contracting Professionals Course	16	FCN 482	BMRA
06-08-20	06-09-20	Monitoring & Documenting Contractor Performance	16	FQN 447	BMRA
06-09-20	06-09-20	Source Selection Debriefing Procedures Workshop	8	FCL-TREAS-0001	MCI
06-10-20	06-11-20	Strategic Sourcing: Key Elements	16	FQN 409	MCI
06-10-20	06-11-20	Risk Management in Acquisitions	16	FQN 484	BMRA
06-16-20	06-17-20	Performance-Based Contract Administration	16	FCN 481	MCI
06-18-20	06-18-20	How to Avoid a Bid Protest	8	FCN 440	Tomanelli
06-23-20	06-23-20	Justifications and Approvals	8	FCN 803	Tomanelli
06-23-20	06-24-20	Fundamentals of Leading Projects and Programs	16	FPM 134	BMRA
06-24-20	06-24-20	Types of Contracts	8	FCN 426	Tomanelli
07-07-20	07-07-20	Contracting Officer Representative (COR) Refresher	8	FCR 102	Centre
07-07-20	07-08-20	Contracting for Agile Services	16	FPM 423	MCI
07-07-20	07-09-20	Vendor Performance Management	24	TBD	TESE
07-08-20	07-09-20	The Anti-Deficiency Act	16	FQN 431	BMRA
07-13-20	07-14-20	Contract Disputes and Terminations	16	FCN 418	MCI
07-14-20	07-15-20	Task and Delivery Order Contracting	16	FCN 425	MCI
07-14-20	07-16-20	Project Management for Contracting Professionals	24	FPM 418	BMRA
07-15-20	07-16-20	Contract Closeout	16	FCN 421	MCI
07-21-20	07-22-20	Contracting with Small Business Concerns	16	FCN 442	MCI



<b>START DATE</b>	<b>END DATE</b>	<b>COURSE TITLE</b>	<b>CLPs</b>	<b>FAITAS COURSE #</b>	<b>VENDOR</b>
07-21-20	07-23-20	Statement of Work (SOW) Workshop	24	FQN 428	TESE
07-22-20	07-23-20	Agile Scrum Product Owner: A Federal Approach	16	FPM 464	MCI
07-28-20	07-29-20	Task and Delivery Order Contracting	16	FCN 425	MCI
07-28-20	07-29-20	Managing Stakeholder Expectations in the Federal Environment	16	FPM 803	MCI
07-28-20	07-29-20	The Anti-Deficiency Act	16	FQN 431	MCI
08-03-20	08-07-20	Managing Contracting Organizations	40	FLD 246	MCI
08-04-20	08-06-20	Source Selection	24	FQN 443	MCI
08-11-20	08-12-20	Service Contract Labor Standards Statute Overview	16	FQN 449	MCI
08-18-20	08-19-20	Managing Multiple Priorities in the Acquisition Environment	16	FQN 457	BMRA

## FY 2020 Course Schedule (Alphabetical)

START DATE	END DATE	COURSE TITLE	CLPs	FAITAS COURSE #	VENDOR
01-22-20	01-24-20	A Practical Guide to the FAR	24	FCN 196	Tomanelli
03-10-20	03-11-20	A Practical Guide to the FAR	16	FCN 196	Centre
04-13-20	04-15-20	A Practical Guide to the FAR	24	FCN 196	Tomanelli
04-07-20	04-08-20	Acquisition of Commercial Items	16	FQN 450	MCI
12-03-19	12-05-19	Acquisition of Agile Services Workshop	24	FPM 473	MCI
12-10-19	12-12-19	Administration of Cost-Reimbursement Contracts	24	FCN 480	MCI
03-30-20	03-31-20	Advanced Issues in Multiple Award Schedules	16	FCN 437	BMRA
01-28-20	01-30-20	Advanced Source Selection	24	FQN 446	MCI
04-29-20	04-30-20	Advanced Source Selection	16	FQN 446	TESE
01-07-20	01-09-20	Agile Project Management for the Federal Government	24	FPM 432	MCI
03-02-20	03-03-20	Agile Requirements Development	16	FQN 470	TMS
07-22-20	07-23-20	Agile Scrum Product Owner: A Federal Approach	16	FPM 464	MCI
03-12-20	03-12-20	Annual FAR Update	8	FCN 193	Tomanelli
05-12-20	05-12-20	Annual FAR Update	8	FCN 193	Tomanelli
04-06-20	04-06-20	Annual Review-Hot Issues in Federal Contracting	8	FCN 402	Perfena
04-01-20	04-02-20	Bid Proposal Evaluation Process	16	FQN 436	BMRA
06-02-20	06-03-20	Bid Proposal Evaluation Process	16	FQN 436	BMRA
02-25-20	02-25-20	Business Writing for Contracting Officers	8	FCN 140	BMRA
04-09-20	04-09-20	Business Writing for Contracting Officers	8	FCN 140	MCI
05-11-20	05-11-20	Business Writing for Contracting Officers	8	FCN 140	BMRA
02-19-20	02-19-20	Conducting Technical Evaluations	8	FCN 141	BMRA
02-11-20	02-12-20	Contract Closeout	16	FCN 421	MCI
07-15-20	07-16-20	Contract Closeout	16	FCN 421	MCI
07-13-20	07-14-20	Contract Disputes and Terminations	16	FCN 418	MCI
01-21-20	01-23-20	Contract Management Principles and Practices	24	FPM 467	TESE
02-10-20	02-14-20	Contract Negotiation Strategies & Techniques	40	FQN 406	MCI

START DATE	END DATE	COURSE TITLE	CLPs	FAITAS COURSE #	VENDOR
01-14-20	01-16-20	Contract Negotiations - Art & Science of Deal	24	FCN 439	Perfena
02-18-20	02-21-20	Contract Pricing	32	FCN 511	TESE
07-07-20	07-08-20	Contracting for Agile Services	16	FPM 423	MCI
10-28-19	10-29-19	Contracting with Small Business Concerns	16	FCN 442	MCI
04-29-20	04-30-20	Contracting with Small Business Concerns	16	FCN 442	MCI
07-21-20	07-22-20	Contracting with Small Business Concerns	16	FCN 442	MCI
02-11-20	02-11-20	Contractor Performance Assessment Reporting System (CPARS) for the Acquisition Workforce	8	FQN 456	BMRA
06-02-20	06-02-20	Contractor Performance Assessment Reporting System (CPARS) for the Acquisition Workforce	8	FQN 456	BMRA
02-13-20	02-13-20	Contracting Officer Representative (COR) Refresher	8	FCR 102	MCI
04-28-20	04-28-20	Contracting Officer Representative (COR) Refresher	8	FCR 102	MCI
07-07-20	07-07-20	Contracting Officer Representative (COR) Refresher	8	FCR 102	MCI
01-21-20	01-23-20	Critical Thinking and Problem-Solving Techniques for Contracting Professionals	24	FLD 102	BMRA
04-14-20	04-16-20	Critical Thinking and Problem-Solving Techniques for Contracting Professionals	24	FLD 102	BMRA
05-19-20	05-21-20	Critical Thinking and Problem-Solving Techniques for Contracting Professionals	24	FLD 102	BMRA
02-26-20	02-27-20	Cybersecurity for Contracting Professionals Course	16	FCN 482	BMRA
06-03-20	06-04-20	Cybersecurity for Contracting Professionals Course	16	FCN 482	BMRA
05-19-20	05-21-20	Establishing a Business Mindset	24	FLD 408	TESE
03-03-20	03-05-20	Evaluating Contractor Performance	24	FQN 403	MCI
12-02-19	12-06-19	FAC-COR Level II Training - Contracting for CORs	40	FCR 201	Centre
01-27-20	01-31-20	FAC-COR Level II Training - Contracting for CORs	40	FCR 201	Houseman
05-04-20	05-08-20	FAC-COR Level II Training - Contracting for CORs	40	FCR 201	Houseman
02-04-20	02-06-20	Federal Appropriations Law	24	FFM 403	MCI

START DATE	END DATE	COURSE TITLE	CLPs	FAITAS COURSE #	VENDOR
05-12-20	05-14-20	Fundamentals of Business, Cost, and Financial Management	24	FPM 133	BMRA
03-17-20	03-19-20	Fundamentals of Contracting	24	FPM 132	BMRA
06-23-20	06-24-20	Fundamentals of Leading Projects and Programs	16	FPM 134	BMRA
01-27-20	01-30-20	Fundamentals of Project and Program Management	32	FPM 131	BMRA
04-06-20	04-07-20	High Performing Teamwork for the Acquisition Workforce	16	FLD 127	BMRA
02-12-20	02-12-20	How to Avoid a Bid Protest	8	FCN 440	Tomanelli
06-18-20	06-18-20	How to Avoid a Bid Protest	8	FCN 440	Tomanelli
02-05-20	02-05-20	Influencing Skills for Professionals	8	FLD 122	Centre
12-10-19	12-12-19	Information Technology Acquisition	24	FQN 432	MCI
03-31-20	04-02-20	Information Technology Acquisition	24	FQN 432	MCI
02-13-20	02-13-20	Intellectual Property	8	FCN 423	Tomanelli
05-13-20	05-13-20	Intellectual Property	8	FCN 423	Tomanelli
03-03-20	03-03-20	Introduction to Agile for Information Technology	8	TBD	MCI
03-04-20	03-04-20	Introduction to Cloud Computing	8	FSA 401	Centre
03-11-20	03-11-20	Justifications and Approvals	8	FCN 803	Tomanelli
06-23-20	06-23-20	Justifications and Approvals	8	FCN 803	Tomanelli
04-08-20	04-09-20	Leadership Skills for Contracting Professionals	16	FLD 146	BMRA
05-04-20	05-05-20	Leading and Managing High Performing Project Teams	16	FLD 407	BMRA
05-06-20	05-07-20	Making Decisions Using Earned Value	16	FPM 446	BMRA
08-03-20	08-07-20	Managing Contracting Organizations	40	FLD 246	MCI
08-18-20	08-19-20	Managing Multiple Priorities in the Acquisition Environment	16	FQN 457	BMRA
01-07-20	01-09-20	Managing Performance Based Service Awards	24	FQN 434	MCI
07-28-20	07-29-20	Managing Stakeholder Expectations in the Federal Environment	16	FPM 803	MCI
02-18-20	02-18-20	Market Research	8	FQN 461	MCI
05-11-20	05-11-20	Market Research	8	FQN 461	MCI

START DATE	END DATE	COURSE TITLE	CLPs	FAITAS COURSE #	VENDOR
04-07-20	04-09-20	Microsoft Excel Level II: Excel for Contracts	24	FLD 203	Perfena
06-08-20	06-09-20	Monitoring & Documenting Contractor Performance	16	FQN 447	BMRA
03-23-20	03-26-20	Negotiation Strategies and Techniques	32	FQN 410	TESE
02-19-20	02-20-20	Performance Based Acquisition: Preparing Work Statements	16	FQN 485	MCI
04-21-20	04-22-20	Performance Based Acquisition: Preparing Work Statements	16	FQN 485	MCI
03-04-20	03-05-20	Performance-Based Contract Administration	16	FCN 481	MCI
06-16-20	06-17-20	Performance-Based Contract Administration	16	FCN 481	MCI
07-14-20	07-16-20	Project Management for Contracting Professionals	24	FPM 418	BMRA
03-24-20	03-25-20	Project Management Principles	16	TBD	MCI
01-07-20	01-08-20	Risk Management in Acquisitions	16	FQN 484	BMRA
03-10-20	03-11-20	Risk Management in Acquisitions	16	FQN 484	BMRA
06-10-20	06-11-20	Risk Management in Acquisitions	16	FQN 484	BMRA
08-11-20	08-12-20	Service Contract Labor Standards Statute Overview	16	FQN 449	MCI
01-13-20	01-17-20	Simplified Acquisition Procedures	40	FQN 425	Houseman
04-20-20	04-24-20	Simplified Acquisition Procedures	40	FQN 425	Houseman
02-04-20	02-06-20	Source Selection	24	FQN 443	MCI
04-14-20	04-16-20	Source Selection	24	FQN 443	MCI
08-04-20	08-06-20	Source Selection	24	FQN 443	MCI
04-23-20	04-23-20	Source Selection Debriefing Procedures Workshop	8	FCL-TREAS-0001	MCI
06-09-20	06-09-20	Source Selection Debriefing Procedures Workshop	8	FCL-TREAS-0001	MCI
07-21-20	07-23-20	Statement of Work (SOW) Workshop	24	FQN 428	TESE
06-10-20	06-11-20	Strategic Sourcing: Key Elements	16	FQN 409	MCI
07-14-20	07-15-20	Task and Delivery Order Contracting	16	FCN 425	MCI
07-08-20	07-09-20	The Anti-Deficiency Act	16	FQN 431	BMRA
07-28-20	07-29-20	The Anti-Deficiency Act	16	FQN 431	MCI

<b>START DATE</b>	<b>END DATE</b>	<b>COURSE TITLE</b>	<b>CLPs</b>	<b>FAITAS COURSE #</b>	<b>VENDOR</b>
03-05-20	03-05-20	Types of Contracts	8	FCN 426	Tomanelli
06-24-20	06-24-20	Types of Contracts	8	FCN 426	Tomanelli
07-07-20	07-09-20	Vendor Performance Management	24	TBD	TESE

## **FY 2020 COURSE DESCRIPTIONS**

### **Contracting Officer's Representatives (FAC-COR)**

#### **FAC-COR Level II Training - Contracting for CORs (FAITAS Course #: FCR 201)**

This five-day course reflects the most recent learning objectives and performance outcomes established by the Office of Federal Procurement Policy, presented in an interactive, learner-focused format. Case studies, discussions and exercises are based on the learner's actual work environment to help produce immediate, measurable results. The role of the Contracting Officer Representative (COR) fuses subject-matter expertise with business management and contracting know-how. This 5-day COR Certification training course provides an in-depth study of project management skills, procurement regulations, and each step in the contracting life cycle. Utilizing workshops, lectures, and instructor-led discussion, this certification course lays the foundation for successful management of government contracts.

After completing this Level II COR course, attendees will have a better understanding of the cradle to grave contracting/project process, and how the COR not only fits in that process but is an integral team member. The course begins with a history of how, and why, the COR was established and leads students through the entire process from project conception through contract closeout. The intent of the course is to provide the COR with a greater understanding of the acquisition process; including acquisition planning, market research, source selection, and contract award. With that understanding, the COR will be ready to become a valuable part of the acquisition team. In addition, the COR will be guided through the contract administration process, including avoiding common pitfalls such as ratifications, evaluation of progress payments, modification evaluation, and contract disputes and claims.

Each attendee will receive a course manual that will serve as a valuable resource for years to come. Reviewed and updated by the legal experts, students will receive courseware that has been written, approved, and edited by top subject matter experts so that students receive current, topical, and relevant information to rely upon.

**CLPs: 40**

**Dates: December 2 - 6, 2019**

**Vendor: Centre Law & Consulting**

This five-day course fulfills the requirements for FAC-COR Level II certification and 40 hours toward FAC-COR Level III certification. It covers the Project Officer/COR's responsibilities for guiding acquisitions from initial planning efforts and requirement determination through source selection, contract management, and final payment. CORs will observe solicitation constraints including communication with prospective offerors, disclosure of information (e.g. independent government cost estimate), and confidentiality. It discusses applicable principles, policies, and procedures to achieve the agency's mission through contracting.

**CLPs: 40**

**Dates: January 27 - 31, 2020**

**May 4 - 8, 2020**

**Vendor: Houseman & Associates**

## **FAC-COR REFRESHER (FAITAS Course #: FCR 102)**

This one-day course is designed for experienced CORs who seek to stay up to date with the changes in the acquisition community that relate to their proper performance of their COR duties while earning partial continuous learning credit required to maintain their certification.

Even experienced Contracting Officer's Representatives (CORs) need to keep pace with the rapidly changing acquisition world. Students refresh their knowledge of COR duties and best practices while satisfying the requirements for maintenance training. From dealing with subcontracts to ethics in government contracting, students will leave class with a reinforced understanding of the acquisition process. Students should come prepared to discuss troublesome issues encountered while performing COR duties.

**CLPs: 8**

**Dates: February 13, 2020**

**April 28, 2020**

**July 7, 2020**

**Vendor: Management Concepts Inc.**



## Acquisition Continuous Learning for 1102s and/or CORs

### **A Practical Guide to the FAR (FAITAS Course #: FCN 196)**

This three-day course is designed to address challenges with the FAR in a highly practical and user-friendly way. The instructor and the students will work through various practical exercises specifically designed to demonstrate how the FAR can be effectively used. Students will develop and refine the skills necessary to apply the FAR too virtually any acquisition situation.

**CLPs: 24**

**Dates: January 22 - 24, 2020**

**April 13 - 15, 2020**

**Vendor: Steven N. Tomanelli and Associates**

This two-day course will introduce newcomers to the FAR and is also a great refresher for contractors with FAR experience. This is an excellent course for understanding the basics and taking more complex Federal contracting classes. Topics covered during this course include:

**CLPs: 16**

**Dates: March 10 - 11, 2020**

**Vendor: Centre Law & Consulting**

### **Acquisition of Commercial Items (FAITAS Course #: FQN 450)**

This two-day course is designed for both government and private sector individuals involved in contracting or subcontracting for commercial items, both products and services, in accordance with FAR Part 12.

The streamlined process for acquiring commercial items can save project time and money, but it requires a nuanced understanding of FAR Part 12 to be effective. Students will learn how to determine what is a commercial item and follow a more efficient and cost-effective acquisition strategy. Students will also identify the difference in the process for noncommercial acquisitions—from requirements definition to contract award. Students will leave class with the ability to take advantage of this acquisition approach through analysis of relevant case studies.

**CLPs: 16**

**Dates: April 7 - 8, 2020**

**Vendor: Management Concepts Inc.**

## **Acquisition of Agile Services Workshop (FAITAS Course #: FPM 473)**

This three-day course is intended for IT program and project managers and contract personnel who work to align the acquisition process with the technology cycle.

Agile continues to permeate the Federal landscape. As a member of the Federal acquisition workforce, students are tasked with applying an Agile acquisition framework within the confines of the Federal Acquisition Regulation (FAR). Students will gain an understanding of an Agile acquisition approach and the challenges of applying this framework in the Federal environment through role-playing activities and Federal case studies. Students will participate in hands-on exercises that reinforce your learning after examining real contracts where Agile has been used successfully.

**CLPs: 24**

**Dates: December 3 - 5, 2019**

**Vendor: Management Concepts Inc.**

## **Administration of Cost Reimbursement Contracts (FAITAS Course #: FCN 480)**

This three-day course is designed for contracting personnel who administer or are about to administer cost-reimbursement contracts.

Cost-reimbursement contracts for services, supplies, and research and development come with a set of unique demands and requirements. Contracting personnel are tasked with understanding the various types of cost-reimbursement contracts, how to administer them, and best practices for managing modifications or terminations. You will learn how to effectively administer these complex contracts, while understanding the associated benefits and challenges. Prior to enrolling in this course, you should know basic federal contracting principles and procedures.

**CLPs: 24**

**Dates: December 10 - 12, 2019**

**Vendor: Management Concepts, Inc.**

## **Advanced Issues in Multiple Award Schedules (FAITAS Course #: FCN 437)**

This two-day course focuses on how government agencies can best navigate GSA Multiple Award Schedules (MAS) and the ordering process for supplies and services, based on FAR Subpart 8.4. The course provides information on how you as a contracting officer can use special features of the MAS Program to limit sources, establish "Schedule" Blanket Purchase Agreements (BPAs) and "Schedule" Contractor Team Arrangements (CTAs), that will expedite your agency's contracting time for commercial procurements.

**CLPs: 16**

**Dates: March 30 - 31, 2020**

**Vendor: Business Management Research Associates**

## **Advanced Source Selection (FAITAS Course #: FQN 446)**

This three-day course is for contracting and noncontracting personnel who already have basic knowledge of the source selection process but are looking to further develop their skills through hands-on application and case studies.

Knowledge of the source selection process means understanding the legal basis behind the process, the development of evaluation factors and standards, and the interconnected relationship among the various aspects of the process. Students will learn the nuances of the source selection process by participating in discussion, role-playing, and applying learned skills and techniques to case-study-based exercises. Students will practice preparing effective proposal instructions, conducting communications and debriefs among stakeholders, and more.

**CLPs: 24**

**Dates: January 28 – 30, 2020**

**Vendor: Management Concepts Inc.**

This is a two-day activity-based course where students expand their knowledge of the source selection process through hands on activities and discussions of challenges and lessons learned during each process phase. This course also includes best practices to improve the source selection process. Through the scenario-based activities, students will participate in all phases of the source selection process, including development of a source selection plan, development of evaluation factors and instructions to offerors, proposal evaluation, and reviewing the technical evaluation report.

**CLPs: 16**

**Dates: April 29 - 30, 2020**

**Vendor: TwentyEighty Strategy Execution**

## **Agile Project Management for the Federal Government (FAITAS Course #: FPM 432)**

This three-day course is intended for entry and intermediate level program and project managers and team members.

The tenets of Agile have been steadily transforming Federal project management (PM). As a project manager, you must stay current with best practices—which includes Agile. You will learn Agile PM methodologies that apply to the Federal environment, including acquisitions and non-IT projects. You will focus on value, not cost, with the overarching idea that project managers are team leaders who work with the customer rather than against them.

**CLPs: 24**

**Dates: January 7 - 9, 2020**

**Vendor: Management Concepts Inc.**

## **Agile Requirements Development (FAITAS Course #: FQN 470)**

This two-day course is designed for government employees involved in applying Agile Project Management techniques in government contracts.

The Scrum system of Agile project management relies on user stories to set requirements. This workshop is designed to provide a roadmap for acquisition teams to develop effective user stories and see how the stories merge techniques from the Scrum system to create positive project outcomes.

**CLPs: 16**

**Dates: March 2 - 3, 2020**

**Vendor: Technical Management Services**

## **Agile Scrum Product Owner: A Federal Approach (FAITAS Course #: FPM 464)**

This two-day course is intended for entry and intermediate level program and project managers. This course will provide students with the best practices of Agile Product Owner techniques that will transform and empower their organization. With a focus on Agile federal projects, students will learn the role of the Agile team Product Owner, how to work with an Agile team in a federal environment, the levels of detail of Agile planning, and successes and challenges in a federal environment.

Scrum is the fastest growing Agile project management methodology. The responsibility of a Scrum project falls in the hands of the Product Owner and the challenge becomes how to evaluate and control delivery, communicate across delivery teams, and make the final decisions of when to approve requirements. When the capabilities of the Product Owner are optimized, a Scrum team will experience immediate benefits that lead to improved effectiveness. Students will learn how a Product Owner can infuse federal priorities, goals, and vision into a development team and thereby build highly effective products. Ultimately, the Project Owner is required to effectively manage the product backlog and keep the project moving forward with each iteration.

**CLPs: 16**

**Dates: July 22 - 23, 2020**

**Vendor: Management Concepts Inc.**

## **Annual FAR Update (FAITAS Course #: FCN 193)**

This one-day course summarizes recent changes to the Federal Acquisition Regulation (FAR). Course material is continually updated and covers FAR changes finalized in the 12-month period preceding each class. This class enables busy acquisition professionals to “catch up” on a year’s worth of changes in a single day. Coverage of agency supplements is included.

**CLPs: 8**

**Dates: March 12, 2020**

**May 12, 2020**

**Vendor: Steven N. Tomanelli & Associates**

## **Annual Review-Hot Issues in Federal Contracting (FAITAS Course #: FCN 402)**

This one-day course can serve as an 8-hour elective for Contract Specialists, Contracting Officers, CORs and sub-CORs, or for satisfying part of the Continuous Learning Points requirement of the Federal Acquisition Certification for Contracting personnel (FAC-C); Federal Acquisition Certification for Program and Project Engineers (FAC-P/PE); and Federal Acquisition Certification for Contracting Officer's Representatives (FAC-COR). This course also serves as a refresher on the developments in contracting over the past year and provides an opportunity to share thoughts and opinions with other students.

**CLPs: 8**

**Dates: April 6, 2020**

**Vendor: Perfena**

## **Bid Proposal Evaluation Process (FAITAS Course #: FQN 436)**

This two-day course will provide participants with information necessary to conduct formal source selection and streamlined source selections of contracts awarded by negotiation. At the conclusion of this course, Contracting Officers will understand their roles in the evaluation process, especially their charting and oversight of evaluation boards, panels and groups who perform the evaluation.

**CLPs: 16**

**Dates: April 1 - 2, 2020**

**June 2 - 3, 2020**

**Vendor: Business Management Research Associates**

## **Business Writing for Contracting Officers (FAITAS Course #: FCN 140)**

This one-day course provides technical writing guidance and sets standards for creating logical and professional written material, as well as describes the process of writing good documentation. For contracting officers, there are many documents that require simple language and clear writing for example, Requirements documents, Statements of Work, requests for proposals, award notifications and deficiency notices. The guide is designed to be read from beginning to end, and to be used as a reference guide after the course is concluded.

**CLPs: 8**

**Dates: February 25, 2020**

**May 11, 2020**

**Vendor: Business Management Research Associates**

This one-day course is designed for professionals who want to refine their written communication skills and focus on creating their own specific writing style that is professional and impactful.

Students will build on knowledge of writing basics and will learn to write various types of business correspondence in an effective and, as needed, influential way. Students will also elaborate on basic grammar skills to learn prewriting and editing techniques to make their writing clear, effective, and received in the way intended.

**CLPs: 8**

**Dates: April 9, 2020**

**Vendor: Management Concepts Inc.**

## **Conducting Technical Evaluations (FAITAS Course #: FCN 141)**

This one-day course provides instruction on the activities associated with evaluating technical proposals and the steps related to selection and award.

**CLPs: 8**

**Dates: February 19, 2020**

**Vendor: Business Management Research Associates**

## **Contract Closeout (FAITAS Course #: FCN 421)**

This two-day course is designed for personnel who participate or will participate in closing out contracts.

Successful contract management requires successful closeout. Many agencies struggle with this step in the contract lifecycle because personnel infrequently face this task and it's considered less important than other tasks. Closing out a contract can be as critical a task as awarding the contract. Students will gain the skills to effectively deal with contractors and other stakeholders to ensure that contracts are closed according to the terms laid out and to handle problems or issues that may arise.

**CLPs: 16**

**Dates: February 11 -12, 2020**

**July 15 - 16, 2020**

**Vendor: Management Concepts Inc.**

## **Contract Disputes and Terminations (FAITAS Course #: FCN 418)**

This two-day course is designed for contracting and program personnel who may have a role in contract termination.

Contracting and program personnel need to have a fundamental understanding of practical considerations involved in a termination decision when faced with changing requirements or a problematic contract. Students will learn statutory and contractual government rights, contractor rights and obligations, and the steps involved in executing a termination. Students will also gain the knowledge to determine when a contract must be terminated and how.

**CLPs: 16**

**Dates: July 13 - 14, 2020**

**Vendor: Management Concepts Inc.**

## **Contract Management Principles and Practices**

This three-day course explores these vital issues from the manager's perspective, highlighting key roles and responsibilities to give students greater influence over how work is performed. Students will also discuss actions that can be taken to help ensure contractors or subcontractors perform as required under the contract.

Project managers, contract managers, and other professionals involved in the world of contracts must be able to work effectively together with customers, contractors, and subcontractors to accomplish key organizational objectives. Because contracts are developed in an increasingly complex environment, including the rising use of contracted supplies and services throughout government and industry, a solid understanding of the contracting process is critical and can give you an advantage whether you are on the buyer's or seller's side.

**CLPs: 24**

**Dates: January 21 – 23, 2020**

**Vendor: TwentyEighty Strategy Execution**

## **Contract Negotiations Strategies & Techniques (FAITAS Course #: FQN 406)**

This five-day course is designed for those who are involved or expect to be involved in federal contract negotiations.

Negotiation is a powerful tool and is critical when seeking the best value for the government. Students will learn win-win negotiation techniques, methods to counter win-lose techniques, and pre-award and post-award negotiation tactics. Students will practice these skills in a range of mock negotiation exercises and will leave the class ready to apply these techniques on site.

**CLPs: 40**

**Dates: February 10 - 14, 2020**

**Vendor: Management Concepts Inc.**

## **Contract Negotiations: The Art and Science of the Deal (FAITAS Course #: FCN 439)**

This three-day course will allow students to learn what tools that are needed to become a capable negotiator and apply them to various contracting scenarios.

Good negotiation skills are a crucial element of many professional and personal activities - and especially in the area of government contracting. But many find the process intimidating, which can negatively impact negotiation outcomes.

**CLPs: 24**

**Dates: January 14 - 16, 2020**

**Vendor: Perfena**

## **Contract Pricing**

This four-day course offers students a comprehensive, practical approach to establishing and evaluating prices for government contracts. You'll receive thoroughly up-to-date coverage of The Federal Acquisition Streamlining Act of 1994 and the Clinger-Cohen Act on key pricing issues. Plus, you'll learn about updates to the Truth in Negotiations Act and the Federal Acquisition Regulation (FAR) cost principles and about the unique challenges you face when pricing commercial items.

**CLPs: 32**

**Dates: February 18 - 21, 2020**

**Vendor: TwentyEighty Strategy Execution**

## **Contracting for Agile Services (FAITAS Course #: FPM 423)**

This two-day course is intended for IT program and project managers and contract personnel who work to align the acquisition process with the technology cycle.

Agile continues to permeate the Federal landscape. As a member of the Federal acquisition workforce, you are tasked with applying an Agile acquisition framework within the confines of the Federal Acquisition Regulation (FAR). Students will gain an understanding of an Agile acquisition approach and the challenges of applying this framework in the Federal environment through role-playing activities and Federal case studies. Students will participate in hands-on exercises that reinforce learning after examining real contracts where Agile has been used successfully.

**CLPs: 16**

**Dates: July 7 - 8, 2020**

**Vendor: Management Concepts Inc.**



## **Contracting with Small Business Concerns (FAITAS Course #: FCN 443)**

This two-day course is designed for acquisition professionals (government or contractor) interested in learning about small business programs.

Small businesses play an important role in our country's economy. Congress has enacted several laws creating socioeconomic programs that provide contracting and acquisition opportunities solely for small businesses. Students will gain an understanding of the policies, procedures, and problems associated with the various programs benefitting small businesses. Students will learn the benefits and drawbacks of contracting with a small business through case studies and real-world examples.

**CLPs: 16**

**Dates: October 28 - 29, 2019**

**April 29 - 30, 2020**

**July 21 - 22, 2020**

**Vendor: Management Concepts Inc.**

## **Contractor Performance Assessment Reporting System (CPARS) for the Acquisition Workforce (FAITAS Course #: FQN 456)**

This one-day course covers the Contractor Performance Assessment Reporting System (CPARS). CPARS evaluates a contractor's performance, both positive and negative, on a given contract during a specific period. Each assessment must be based on objective facts and supported by program and management data. This course discusses how to properly document past performance in CPARS.

**CLPs: 8**

**Date: February 11, 2020**

**June 2, 2020**

**Vendor: Business Management Research Associates**

## **Critical Thinking and Problem-Solving Techniques for Contracting Professionals (FAITAS Course #: FLD 102)**

This three-day, student-centric, facilitator-led course outlines the elements of critical thinking and allows students, in their teams, to utilize that learning to select an acquisition issue, prepare the problem statement, research the issue, devise solutions using tools presented, and prepare a class presentation using tools such as PowerPoint.

This course is designed to develop the analytical and critical thinking skills of key contracting and technical professionals who can apply those skills on critical acquisition issues. Students will learn how to identify, define and resolve issues; make decisions based on objective criteria; develop step by-step plans to effectively implement decisions; and facilitate collaboration and teamwork in problem solving and decision making.

**CLPs: 24**

**Dates: January 21 - 23, 2020**

**April 14 - 16, 2020**

**May 19 - 21, 2020**

**Vendor: Business Management Research Associates**

## **Cybersecurity for Contracting Professionals (FAITAS Course #: FCN 482)**

This two-day course is focused on government and contractor systems and the sharing of controlled unclassified information as part of the acquisition process.

Critical thinking skills are imperative when assessing cyber risk throughout the contracting lifecycle. Learn how to safeguard your contracts by understanding today's rapidly changing cybersecurity regulations and their impact on the contracting world. Students will become vigilant in watching for any cybersecurity threats and be able to quickly react to any possible breach.

**CLPs: 16**

**Dates: February 26 - 27, 2020**

**June 3 - 4, 2020**

**Vendor: Business Management Research Associates**

## **Establishing a Business Mindset (FAITAS Course #: FLD 408)**

This three-day course helps professionals develop and apply holistic solutions to business issues. Students will learn to leverage variables related to the business environment, business thinking, business interactions and business outcomes for project, organizational, personal and professional success.

**CLPs: 24**

**Dates: May 19 - 21, 2020**

**Vendor: TwentyEighty Strategy Execution**

## **Evaluating a Contractor's Performance (FAITAS Course #: FQN 403)**

This three-day course is designed for contracting officer's representatives, program managers, project officers who have responsibility to oversee contractor performance.

Fewer dollars available for mission needs means that acquisition personnel must optimize contractor performance. As a COR or program manager, how do you effectively oversee that performance? The processes required to elicit successful performance require planning, focused monitoring and surveillance, and other remedies that yield high-quality services and deliverables. You will become familiar with the Earned Value Management System (EVMS), chart tools, and remedy processes, such as withholding progress payments and terminations.

**CLPs: 24**

**Dates: March 3 - 5, 2020**

**Vendor: Management Concepts, Inc.**

## **Federal Appropriations Law (FAITAS Course #: FFM 403)**

This three-day course is designed for everyone who deals with money in the Federal government, including budget analysts, accountants, auditors, contracting officers, program managers, government purchase card holders, approving managers, and attorneys.

Government employees often face serious repercussions when Federally-appointed funds are used incorrectly. Complying with appropriations law requirements is a critical component of stewarding Federal funds. By exploring the Government Accountability Office's (GAO's) *Principles of Federal Appropriations Law* (the Red Book), Volume I and part of Volume II, students will learn about the availability of Federally-appropriated funds. Students will delve into the three pillars — purpose, time, and amount — and will learn to apply the principles to avoid Anti-Deficiency Act violations.

**CLPs: 24**

**Dates: February 4 - 6, 2020**

**Vendor: Management Concepts, Inc.**

## **Fundamentals of Business, Cost, and Financial Management (FAITAS Course #: FPM 133)**

This three-day course provides the foundation for effective cost estimating, federal budgeting, and applying the Earned Value Management (EVM) principle on projects. This course satisfies the business, cost, and financial management performance outcomes necessary for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) at the entry level.

**CLPs: 24**

**Dates: May 12 - 14, 2020**

**Vendor: Business Management Research Associates**

## **Fundamentals of Contracting (FAITAS Course #: FPM 132)**

This three-day course provides the foundation for basic concepts required by the Contracting Competency. This course covers the fundamentals needed to effectively manage federal contracts and acquisitions. Program and Project Managers (P/PMs) are required to have a thorough understanding of federal contracting actions and the policies that apply to the acquisition process. This course introduces federal contracting and focuses on the different phases of the acquisition life cycle: acquisition planning, contract formation, and performance & administration. The course also introduces and explains the critical steps to have a successful contracting process.

**CLPs: 24**

**Dates: March 17 - 19, 2020**

**Vendor: Business Management Research Associates**

## **Fundamentals of Leading Projects and Programs (FAITAS Course #: FPM 134)**

This two-day course provides the foundation for leadership which is critical to the success of all high-performing program and project managers. Specific topics covered are problem-solving, conflict management, interpersonal skills, resilience, flexibility, accountability, customer service, and oral and written communication. Exercises are used to emphasize the importance of other essential leadership skills including: teamwork, collaboration, and communication; personality types and preferences; negotiation skills; and organizational and team structures for optimum performance.

**CLPs: 16**

**Dates: June 23 – 24, 2020**

**Vendor: Business Management Research Associates**

## **Fundamentals of Project and Program Management (FAITAS Course #: FPM 131)**

This four-day course provides the foundation for effective requirements development, systems management, and introduction to the life cycle of federal government projects.

This course satisfies the requirements development and management processes, systems engineering, test and evaluation, and life cycle logistics performance outcomes necessary for the Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) at the entry level.

**CLPs: 32**

**Dates: January 27 - 30, 2020**

**Vendor: Business Management Research Associates**

## **High Performing Teamwork for the Acquisition Workforce (FAITAS Course #: FLD 127)**

This two-day course covers the qualities needed for teams to produce high quality content and work efficiently with each other. Scope creep is a common issue for contracts that don't begin with clear requirements and realistic (and well researched) statement of work. The same is true for the teams that manage contracts. Clarity of vision is often lost in teams when all members are not on the same page. This is especially critical in the contracting officer (CO) and contracting officer's representative (COR) relationship. This course teaches the importance of alignment to a high-performing team through hands-on team-building activities that highlight setting a common course, using common language and establishing clear roles and responsibilities with consequences and remedies.

**CLPs: 16**

**Dates: April 6 - 7, 2020**

**Vendor: Business Management Research Associates**

## **How to Avoid a Bid Protest (FAITAS Course #: FCN 440)**

This one-day course will discuss fifteen proven techniques and strategies to reduce the probability of receiving a bid protest by taking certain actions during acquisition planning, interactions with vendors, during the conduct of the procurement and after contract award. An overview of the protest process and the agency's response strategies will be discussed. This course will also cover techniques to maximize the Government's chances of winning a protest in those cases when a protest cannot be avoided.

**CLPs: 8**

**Dates: February 12, 2020**

**June 18, 2020**

**Vendor: Steven N. Tomanelli & Associates**

## **Influencing Skills for Professionals (FAITAS Course #: FLD 122)**

This one-day course highlights how personal effectiveness and influencing skills are essential in today's workplace. Success and outcomes are achieved through, with and from others. Being able to influence without formal authority is an essential skill. As leaders our roles require that we draw on who we are, as well as what we do to inspire and engage our people. Influencing skills are not just getting others to agree to our point of view, winning at all costs and getting our own way all the time. Influencing is not about forcing others to change.

Successful influencing begins with understanding yourself, understanding the stakeholders in a situation, and understanding and being able to use a variety of techniques. Not all stakeholders will respond the same to a technique, and every circumstance is different. Influencing skills can be learned, practiced and improved to achieve better outcomes for yourself and your organization.

**CLPs: 8**

**Dates: February 5, 2020**

**Vendor: Centre Law & Consulting**

## **Information Technology Acquisition (FAITAS Course #: FQN 432)**

This three-day course is appropriate for personnel involved in the acquisition of information technology resources, including program, technical, financial, and contracting professionals.

The Federal Government spends over \$80 billion on information technology (IT) each fiscal year—in support of national health, security, the economy, and more. Given this significant investment and the criticality of these IT systems, Federal agencies must carry out acquisitions in an effective and responsible way. This course will cover planning, procuring, managing IT acquisitions, and also address special considerations such as accessibility and security. Students will return to work ready to support future IT challenges at your agency.

**CLPs: 24**

**Dates: December 10 - 12, 2019**

**March 31 - April 2, 2020**

**Vendor: Management Concepts, Inc.**

## **Intellectual Property (FAITAS Course #: FCN 423)**

This one-day course provides essential information for government personnel interested in protecting their intellectual property rights. Subjects covered include: Patents under government contracts, the government's authority to authorize patent infringement, copyright and trademark law under government contracts, trade secrets, technical data rights and computer software data rights. The class also covers intellectual property rights under commercial item contracts and includes practical exercises based on actual licensing agreements.

**CLPs: 8**

**Dates: February 13, 2020**

**May 13, 2020**

**Vendor: Steven N. Tomanelli & Associates**

## **Introduction to Agile for Information Technology**

This one-day course is intended for contracting personnel in the Federal Government and commercial sectors seeking to save time, reduce risk, and improve the quality of their contracts using agile practices. Individuals taking this class may hold positions with the following titles: contracting officer, contracting officer's representative, contract specialist, procurement analyst, and contract or leasing specialist, among others.

Agile approaches to IT procurement have become more common in Federal acquisition. With guidance from the *TechFAR Handbook* and the *Digital Services Playbook*, you will learn the strategies for applying Agile practices and how to execute them in your own IT procurements. Real-world scenarios will highlight best practices for Agile approaches throughout the IT acquisition lifecycle by saving time, reducing risk, and improving IT contract quality.

**CLPs: 8**

**Dates: February 3, 2020**

**Vendor: Management Concepts Inc.**

## **Introduction to Cloud Computing (FAITAS Course #: FSA 401)**

This one-day course provides an overview of Cloud Computing, including benefits of and best practices for acquiring and managing cloud-based solutions and support.

Cloud computing is becoming the mainstream standard. Companies and Government Agencies are transforming existing traditional IT services to cloud-based. The market for cloud computing services is rapidly expanding and cloud service providers are deploying cloud solutions at an increasing rate.

Cloud computing is a style of computing in which scalable and elastic IT-enabled capabilities are delivered as a service using internet technologies. Cloud computing is the on-demand availability of computer system resources, especially data storage and computing power, without direct active management by the user.

**CLPs: 8**

**Dates: March 4, 2020**

**Vendor: Centre Law & Consulting**

## **Justifications and Approvals (FAITAS Course #: FCN 803)**

This one-day course covers the three levels of competition applicable to open-market purchases and the competition standards applicable to task orders issued under indefinite-delivery-indefinite-quantity (IDIQ) contracts, including orders issued under GSA Schedule contracts. We will discuss when and how to write a Justification & Approval (J&A) document to justify the use of other than full and open competition, as well as how to write a limited source justification (LSJ) in the context of IDIQ contracts. We will also cover the approval requirements and the requirements to publicize the J&A and LSJ.

**CLPs: 8**

**Dates: March 11, 2020**

**June 23, 2020**

**Vendor: Steven N. Tomanelli & Associates**

## **Leadership Skills for Contracting Professionals (FAITAS Course #: FLD 146)**

This two-day course examines the leadership skills necessary for contracting professionals to succeed in their careers. Paramount to be an effective leader is being focused and being able to communicate your focus to others, set parameters, goals, roles and expectations. Make clear use of language to best broadcast your initiatives and desired outcomes. In the contracting profession there are many situations where leadership and communication are key, think of the contracting officer (CO) and contracting officer's representative (COR) relationship as a prime example.

This engaging course will illustrate the prime skills a contracting professional requires for success and how you can begin using these tools today for results.

**CLPs: 16**

**Dates: April 8 - 9, 2020**

**Vendor: Business Management Research Associates**

## **Leading and Managing High Performing Project Teams (FAITAS Course #: FLD 407)**

This two-day course covers the qualities needed for project teams to produce high quality content and work efficiently with each other. Clarity of vision, communication distinction of roles and process definition are a few of the must haves for project success. How these facets are implemented are what turn a well-functioning team into a high-performing team. This also includes the introduction of automation processes and technology to help manage processes and automated routines.

**CLPs: 16**

**Dates: May 4 - 5, 2020**

**Vendor: Business Management Research Associates**

## **Making Decisions Using Earned Value (FAITAS Course #: FPM 446)**

This two-day course covers the essential elements of earned value management as it is used as a tool in program and project management. This course broadly covers the key principles and tools used in developing the EVM budget matrix for important projects. Participants will also touch on accounting considerations and analysis and management reports.

The EVM process is an excellent tool to improve the planning process as it helps define the scope of work and establishes clear responsibilities for the work to be accomplished. This tool gives an integrated view of technical, schedule and cost performance and provides advanced visibility into potential problems. It is a great tool for projects requiring accountability as it is fully transparent.

**CLPs: 16**

**Dates: May 6 - 7, 2020**

**Vendor: Business Management Research Associates**

## **Managing Contracting Organizations (FAITAS Course #: FLD 246)**

This five-day course is designed for managers of contracting organizations at the GS-1102-Series, grades 11 through 15 that are or are about to be assigned management responsibilities over contracting organization or supervisory contracting officer, or team leads.

Managers of contracting organizations face challenges when it comes to their unique responsibilities. This workshop marries the distinct responsibilities of being a team lead, or supervising contracting officer, and overseeing contract management. Through self-assessments, case studies, individual and group activities, and action planning, you will identify ways to improve your personal management effectiveness and leave class with an action plan to optimize your acquisition outcomes.

**CLPs: 40**

**Dates: August 3 - 7, 2020**

**Vendor: Management Concepts, Inc.**



## **Managing Multiple Priorities in the Acquisition Environment (FAITAS Course #: FQN 457)**

This two-day, elective course is designed to provide an overview of strategies that a busy acquisition professional can use to balance a series of high-demand tasks while handling multiple, urgent priorities. Acquisition is a busy career field. New requirements, modifications, meetings, contractor performance reviews, agency priorities, supervisor priorities, contract oversight. How do you choose where to focus your efforts?

**CLPs: 16**

**Dates: August 18 - 19, 2020**

**Vendor: Business Management Research Associates**

## **Managing Performance-Based Service Awards (FAITAS Course #: FQN 434)**

This three-day course is designed for contracting personnel who work with program officials to plan, award, and administer performance-based service contracts.

The Federal Acquisition Regulation (FAR) and agency policies encourage organizations to employ performance-based acquisition (PBA) methods. However, there are unique considerations surrounding PBAs, including standards of quality and methods of surveillance. You will learn the comprehensive process applied to PBAs—from analyzing requirements documents to preparing a QASP with a focus on robust case studies, examples, and exhibits.

**CLPs: 24**

**Dates: January 7 - 9, 2020**

**Vendor: Management Concepts, Inc.**

## **Managing Stakeholder Expectations in the Federal Environment (FAITAS Course #: FPM 803)**

This two-day course is intended for intermediate level Program and Project managers.

Numerous and varied team types require a stakeholder-based approach to projects. Understanding the unique needs and expectations of project stakeholders is a critical element in managing successful projects. Students will examine how to effectively build and manage stakeholder relationships through planning and monitoring engagement. Students will also practice using tools designed to discover and manage stakeholder and team expectations. Students will leave class with a Stakeholder Engagement Planner to record specific plans to apply to your projects.

**CLPs: 16**

**Dates: July 28 - 29, 2020**

**Vendor: Management Concepts, Inc.**

## **Market Research (FAITAS Course #: FQN 461)**

This one-day course is designed for contracting or requirements personnel involved in developing requirements and acquisition planning.

Market research is the foundation of acquisition strategy. Understanding the relevant industry practices, commercial solutions, and potential services that meet organizational requirements enables contracting personnel to make the best choices for their agency. You will learn and apply the basic principles, tools, and methods for performing market research, from defining the term to gathering information to documenting results. A special focus is given to commercial versus developmental products and locating small business sources.

**CLPs: 8**

**Dates: February 18, 2020**

**May 11, 2020**

**Vendor: Management Concepts Inc.**

## **Microsoft Excel Level II: Excel for Contracts (FAITAS Course #: FLD 203)**

This specialized three-day Excel course uses a series of developed contract cost and price analysis templates that each student will receive during the course. Special tailored exercises using basic Excel concepts and the templates will equip each student with an arsenal of tools to assist in acquiring better acquisition quantitative skills which seem to be a lost art among contracts professionals.

Virtually everyone has some experience with Microsoft Excel, but most “Power Users” utilize less than 20% of the capabilities of this powerful application. This course explores the basic concepts and uses of Excel. However, the real value of this specialized course is how Excel may be applied to quantitative analysis in cost and pricing of Federal contracts.

**CLPs: 24**

**Dates: April 7 - 9, 2020**

**Vendor: Perfena**

## **Monitoring & Documenting Contractor Performance (FAITAS Course #: FQN 447)**

This two-day, elective course helps contract officers gain skills to ensure that their contracts are performed according to the terms and conditions set by the contractor and the government. No matter what type of contract is involved, good planning for management of the contract is essential. The contracting officer is responsible for administering the contract. However, assistance is occasionally required from special disciplines depending on the complexity and technical requirements of the contract. The Contracting Officer's Representative (COR) has an important role as a member of the contracting officer's team. The COR must monitor a contractor's progress and assure that the government receives the quality of service(s) or product(s) in accordance with contractual provisions.

The Contractor Performance Assessment Reporting System (CPARS) evaluates a contractor's performance, both positive and negative on a given contract during a specific time. Contractor performance must be based on objective facts and supported by program and management data.

The Government team must start documenting correctly contractor performance from the beginning of each contract period and set about to remedy poor performance immediately when noted. Finally, students will understand some remedy actions such as Stop Work Orders, withholding progress payments, cure notices and finally, terminations.

**CLPs: 16**

**Dates: June 8 - 9, 2020**

**Vendor: Business Management Research Associates**

## **Negotiations Strategies and Techniques**

This four-day course engages participants through a series of negotiation trials, providing valuable situational experience. Students will discover the merits of thorough preparation as you identify and resolve issues and guide efforts toward measurable goals. This step-by-step preparation process focuses the participant on setting organizational priorities, positioning to exert influence and achieve organizational goals, and developing the ability to synchronize the outcome of the negotiation process with the needs of their organization.

**CLPs: 32**

**Dates: March 23 - 26, 2020**

**Vendor: TwentyEighty Strategy Execution**

## **Performance-Based Acquisition: Preparing Work Statements (FAITAS Course #: FQN 485)**

This two-day course is designed for individuals and those working for companies who must write performance work statements.

Agencies need to tell contractors what to do, not how to do it. This is the guidance according to the Federal Acquisition Regulation (FAR) Part 37, which requires agencies to maximize the use of performance-based methods when contracting. Students will determine requirements by developing high-level objectives, tasks, and performance standards through this workshop. Students will develop a performance work statement and quality assurance surveillance plan using the Acquisition Requirements Roadmap Tool (ARRT) and apply learning to intensive exercises and activities.

**CLPs: 16**

**Dates: February 19 - 20, 2020**

**April 21 - 22, 2020**

**Vendor: Management Concepts, Inc.**

## **Performance Based Contract Administration (FAITAS Course #: FCN 481)**

This two-day course is designed for contracting personnel who work with program officials to plan, award, and administer performance-based service contracts.

The Federal Acquisition Regulation (FAR) and agency policies encourage organizations to employ performance-based acquisition (PBA) methods. However, there are unique considerations surrounding PBAs, including standards of quality and methods of surveillance. You will learn the comprehensive process applied to PBAs—from analyzing requirements documents to preparing a QASP with a focus on robust case studies, examples, and exhibits.

**CLPs: 16**

**Dates: March 4 - 5, 2020**

**June 16 - 17, 2020**

**Vendor: Management Concepts, Inc.**

## **Project Management for Contracting Professionals (FAITAS Course #: FPM 418)**

This three-day course explores the distinct issues in project management that are faced by contracting professionals such as regulations (the FAR), procedures, (requirements definition and SOW creation), evaluation (CPARS) and personnel (CO and COR relationship and interaction with other interested parties from program offices to Congress.) This unique environment creates synergies between many of the skills that make program management successful and those that make contracting successful. These skills include priority setting, personnel management, expectation setting, negotiating, simple writing and effective communications. This course will explore a variety of tools used in project management that would be useful in contract management scenarios.

**CLPs: 24**

**Dates: July 14 -16, 2020**

**Vendor: Business Management Research Associates**

## **Project Management Principles**

This two-day course is intended for entry and intermediate level program and project managers.

Whether you are managing a small, low-risk project or a multi-million-dollar initiative, project management tools, techniques, and practices enable you to get the job done—at budget and within deadline. You will gain an understanding of how to apply project management skills to successfully manage projects of various sizes and scope using the project management life cycle. You will learn foundational content aligned with *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide) and apply that knowledge to exercises based around a threaded case study.

**CLPs: 16**

**Dates: March 24 - 25, 2020**

**Vendor: Management Concepts, Inc.**

## **Risk Management in Acquisitions (FAITAS Course #: FQN 484)**

This two-day course students are exposed to a broader way of thinking about risk and asking, “What can go wrong?” Using scenario playing and iterative processes to determine the root of a risk, students work to understand the types of risk and proper methods of mitigation. Should a risk be unavoidable, students learn methods to best manage and report risks and monitor the risk situation. This course uses interactive risk scenarios to illustrate real world situations and allows students to apply learned techniques.

**CLPs: 16**

**Dates: January 7 - 8, 2020**

**March 10 - 11, 2020**

**June 10 - 11, 2020**

**Vendor: Business Management Research Associates**

## **Service Contract Labor Standards Statute Overview (FAITAS Course #: FQN 449)**

This two-day course is designed for contracting and noncontracting personnel who are responsible for using labor regulations applicable to service contracts.

The Service Contract Labor Standards statute determines wages federal contractors must pay their employees. You will learn the Department of Labor (DOL) regulations that govern it, and how it applies to the acquisition process. You will enhance your learning by examining a provided comprehensive text containing copies of the law, DOL implementing regulations, Administrative Review Board decisions, and wage determinations.

**CLPs: 16**

**Dates: August 11 - 12, 2020**

**Vendor: Management Concepts Inc.**

## **Simplified Acquisition Procedures (FAITAS Course #: FQN 425)**

This five-day course provides comprehensive coverage of the rules and procedures for executing simplified acquisitions. It overviews the purchasing environment; identifies each source of supply in terms of who they are, what they offer, and how to obtain goods or services from them. It specifies regulatory dos and don'ts. It covers how to review purchase requests; identify the source of supply; solicit and evaluate quotations; execute purchases using third-party drafts, blanket purchase agreements, purchase cards, and written purchase orders; receive/accept goods and services and authorize payment; and modify orders.

**CLPs: 40**

**Dates: January 13 – 17, 2020**

**April 20 - 24, 2020**

**Vendor: Houseman & Associates**

## **Source Selection (FAITAS Course #: FQN 443)**

This three-day course is for personnel who are responsible for using FAR part 15 source selection procedures to successfully select the contractor that provides the best value to the government.

Selecting the best source for performing the requirements of a contract has a definite impact on the outcome of an acquisition. With high-dollar value, complex, or critical acquisitions, contracting personnel should use a more structured source selection approach. You will gain the knowledge and skills to make sound decisions using negotiated contracting procedures, as prescribed in the Federal Acquisition Regulation (FAR) Part 15. You will practice methodologies and best practices through scenario-based exercises.

**CLPs: 24**

**Dates: February 4 - 6, 2020**

**April 14 - 16, 2020**

**August 4 - 6, 2020**

**Vendor: Management Concepts Inc.**

## **Source Selection Debriefing Procedures Workshop (FAITAS Course #: FCL-TREAS-0001)**

This one-day course is for personnel who are responsible for using FAR part 15 source selection procedures to successfully select the contractor that provides the best value to the government.

Selecting the best source for performing the requirements of a contract has a definite impact on the outcome of an acquisition. With high-dollar value, complex, or critical acquisitions, contracting personnel should use a more structured source selection approach. You will gain the knowledge and skills to make sound decisions using negotiated contracting procedures, as prescribed in the Federal Acquisition Regulation (FAR) Part 15. You will practice methodologies and best practices through scenario-based exercises.

**CLPs: 8**

**Dates: April 23, 2020**

**June 9, 2020**

**Vendor: Management Concepts Inc.**

## **Statement of Work (SOW) Workshop (FAITAS Course #: FQN 428)**

This is a three-day course. The statement of work (SOW) can make or break an acquisition, so let's learn to do it right! Participants of this intensive, hands-on workshop will practice writing each part of the SOW. But their learning won't stop with the writing. Participants will also examine SOWs from a contractor's perspective: What questions will a contractor have upon reading the SOW? What inconsistencies cause confusion? What makes a requirement unclear? Through their analysis, participants will learn best practices for ensuring their SOWs communicate to their intended audience in order to achieve the best value for their acquisitions. Finally, participants will learn how a SOW lives on for the length of the contract. By analyzing legal cases that hinge on the wording of the SOW, participants will grasp the importance of their upfront work and the impact in terms of cost, schedule, and quality. Participants will leave well-armed to write a SOW that reflects actual requirements, elicits competitive proposals, and guides contractor performance—that is a winning SOW!

**CLPs: 24**

**Dates: July 21 – 23, 2020**

**Vendor: TwentyEighty Strategy Execution**

## **Strategic Sourcing: Key Elements (FAITAS Course #: FQN 409)**

This two-day course is designed for acquisition professionals including contracting officers, program managers, supply chain managers, and other personnel who need to understand the strategic sourcing process.

Acquisition professionals use strategic sourcing to acquire goods and services in a cost-effective way when tasked with finding the best possible value in the marketplace. You will gain experience analyzing government spending data to make strategic sourcing decisions during this hands-on workshop. You will work through a case study that guides you through the process and exposes you to unexpected challenges along the way. While you don't need to be a contracting expert, you should be prepared to use critical thinking and problem-solving skills.

**CLPs: 16**

**Dates: June 10 - 11, 2020**

**Vendor: Management Concepts, Inc.**

## **Task and Delivery Order Contracting (FAITAS Course #: FCN 425)**

This two-day course is designed for personnel involved in ordering or administering task or delivery orders against existing task or delivery order contracts or who are considering the award of new task and delivery order contracts.

Task and delivery order contracts are adaptable and can be beneficial when an agency is unsure of its requirements. Choosing this contract instrument still requires the planning and other considerations associated with any contract type. Students will gain an understanding of the planning, use, and administration of task and delivery orders, the variety of available contract vehicles, and the process for developing new task and delivery order contracts.

**CLPs: 16**

**Dates: July 14 - 15, 2020**

**Vendor: Management Concepts, Inc.**



## **The Anti-Deficiency Act (FAITAS Course #: FQN 431)**

This two-day course is designed to provide an overview of the Anti-Deficiency Act (ADA). Included are discussions on the federal appropriations and budget process, key features of the ADA, how to comply with ADA requirements, how to avoid ADA violations (including violations of time, amount, and purpose of appropriations), and how to investigate and/or report suspected ADA violations. Students are given opportunities to analyze real-world scenarios through hands on exercises to identify potential ADA violations and develop strategies for avoiding them within their own agencies. Selected GAO ADA reports are reviewed and discussed to provide context for the kinds of violations that are reported, and the administrative and/or criminal sanctions imposed on responsible individuals.

**CLPs: 16**

**Dates: July 8 - 9, 2020**

**Vendor: Business Management Research Associates**

This two-day course is designed for anyone who deals with funding authority in the federal government or military, including disbursing officers, certifying officers, accountable officers, auditors, budget analysts, accountants, contracting officers, program managers, and attorneys.

The Antideficiency Act (ADA) is the set of rules and regulations governing Federal appropriations and has ramifications for both agencies and individual employees. You will learn the legal provisions surrounding the acceptance of gifts, travel benefits, and other illegal augmentations to an appropriation.

**CLPs: 16**

**Dates: July 28 - 29, 2020**

**Vendor: Management Concepts, Inc.**

## **Types of Contracts (FAITAS Course #: FCN 426)**

This one-day course provides participants with an overview of the contract types most frequently used in federal contracting, as well as the basic principles and limitations governing their use. Correct selection of contract type is largely a result of perception of risks and is crucial to the success of an acquisition. Participants will leave the class understanding the conditions for use of various contract types and will be able to select the appropriate type of contract for their acquisitions.

**CLPs: 8**

**Dates: March 5, 2020**

**June 24, 2020**

**Vendor: Management Concepts, Inc.**

## **Vendor Performance Management**

This three-day course is designed to give buyers, acquisition staff, and managers targeted training on relationship management, performance management, measurement, communication, and conflict management.

When it comes to improving vendor performance, the application of Vendor Relationship Management (VRM) in managing your vendor base more efficiently will help you establish long-term relationships and partnership with your vendors. This improved relationship will yield an increase in project quality and stakeholder satisfaction. At many organizations, acquisition and vendor management personnel face the challenge of tracking and optimizing vendor performance, which is often not effectively managed as part of contract administration.

Even where executives and organizations recognize that effective vendor relationships are indeed a major contributing factor in improving financial performance and customer satisfaction, many of those same organizations have little or no processes and tools for how to manage their vendor and build effective vendor relationships. This course can provide you with the tools and methods that will help you define and analyze your vendors, communicate with them effectively, prevent and/or effectively manage potential conflicts, and benefit from the best practices of performance-based acquisition.

The course exercises are based on real-life scenarios that allow participants apply learned concepts and tools. By completing this practical, interactive course, you will have an opportunity to practice the key activities of managing vendor performance and apply that knowledge to your specific organizational environments.

**CLPs: 24**

**Dates: July 7 - 9, 2020**

**Vendor: TwentyEighty Strategy Execution**