

WEBSTER UNIVERSITY		THE SCHOOL OF BUSINESS & TECHNOLOGY COURSE SYLLABUS
Course	PROC 5860 Government Contracting	
Term	Spring 2, 2008	
Instructor	Name: Dell Bowman Phone: 703-541-3039 Email: wdb5111@aol.com	
Catalog Description	Students will examine contracting, focusing on complex, noncommercial acquisitions. Through lecture, case study, exercises and other action learning activities, students will be challenged to accept their roles as business advisors and to apply ethical principles and sound judgment to resolve contracting issues.	
Prerequisites	Students should have completed an introductory course in procurement and acquisition management or equivalent. Experience in the field of procurement or acquisition may be substituted.	
Course Level Learning Objectives	<p>The following is a list of the basic learning outcomes for the course:</p> <ol style="list-style-type: none"> 1. Develop procurement outcomes and activities (including acquisition planning with a formal source selection plan pursuant to the analysis of market research and the requirement documents and consideration of recurring requirements, government property, competition, contract type, and contract financing). 2. Design a contract (that includes preparation of a Request for Proposal, evaluation of source selection factors, competitive range determination, discussions, and processing of a request for final proposal revisions), prepare an award decision, conduct debriefing, and take steps to mitigate and/or resolve protest. 3. Design a contract administration program (including administration planning, conducting a post-award orientation, contract surveillance and planning, quality assurance, financial management, termination, disputes resolution and 	

	contract close-out.								
Materials	Textbook: Federal Acquisition Regulation (Current Edition) ISBN 978-0-8080-1606-9								
Grading	<p>Grading for this course will be in accordance with the standards prescribed in the current Webster Graduate Catalog, as follows:</p> <p><i>The Graduate catalog provides these guideline and grading options for graduate business degrees: Grades in the program are A, A-, B+, B, B-, C, F, I, ZF, and W. Grades reflect the following standards:</i></p> <p><i>A/A- Superior graduate work B+/B/B- Satisfactory graduate work C Work that is barely adequate as graduate level performance F Work that is unsatisfactory I Incomplete work ZF An "I" that is not completed within one year of the end of the course automatically converted to a "ZF". A "ZF" is treated the same as an F or NC for all cases involving GPA, academic warning, probation, and dismissal W Withdraw from the course</i></p> <p>Final grades will be based on the written and oral project assignment, case studies, and final examination weighted as follows:</p> <table> <tr> <td>IDEX Exercise</td> <td>35%</td> </tr> <tr> <td>Class participation & presentations</td> <td>15%</td> </tr> <tr> <td>Case Studies</td> <td>20%</td> </tr> <tr> <td>Final Exam</td> <td>30%</td> </tr> </table> <p>Final grades will be based on class exercise, class participation, presentations, case studies and final examination. Students must score at least 80% of the possible points to satisfactorily complete the course.</p>	IDEX Exercise	35%	Class participation & presentations	15%	Case Studies	20%	Final Exam	30%
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Activities	A comprehensive "acquisition and contracting project" which affords students the opportunity to engage in hands-on acquisition tasks from identification of need to the administration phase. Case studies that will enhance and support the overall learning objectives of the course. A final examination that will be administered week 9.								

	<p>Weekly discussions related to policies and lessons learn that will assist students with completion of the acquisition and contracting project (see weekly schedule).</p>
<p>Policy Statements: University Policies</p>	<p>University policies are provided in the current course catalog and course schedules. They are available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p>Academic Honesty</p> <p>The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals</p> <p>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p>Special Services</p> <p>If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances</p> <p>Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior</p>

	<p>is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises.</p> <p>Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p>
<p>Course Policies</p>	<p>This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the students. The schedule below represents an approximate expectation of course progress. The instructor reserves the right to change the overall course grade weighting. Any changes will be announced in class.</p> <p>In line with the university's policy on academic honesty, please be advised that instances of academic dishonesty will result in a zero for the assignment and will be reported to the Dean of the School of Business and Technology for further disciplinary action.</p>
<p>Weekly Schedule</p>	<p>Week</p> <ol style="list-style-type: none"> 1. Determine how to work with customers, make sound judgments, conduct market research, and develop requirements documents. Read and be prepared to discuss textbook chapters 7, 10, and 11. Scan textbook chapters 1 thru 6. Assign groups and class exercises. 2. Define service contracts...using sample requirements, analyze those requirements, and determine the appropriate kind of contract and if there are potential conflicts. Identify contract types. Determine whether to provide government furnished property. Read and be prepared to discuss textbook chapters 3, 16, 37 and 45. 3. Identify contract financing, bonding and

	<p>insurance requirements and applicable terms and conditions for inclusion in the solicitation/request for proposal. Read and be prepared to discuss textbook chapters, 14, 15, 19, 28 and 32.</p> <ol style="list-style-type: none"><li data-bbox="516 411 1419 726">4. Using market research, acquisition plan and other applicable information, develop a solicitation, and source selection plan. Evaluate a request for proposal and make a determination to award. Read and be prepared to discuss textbook chapters, 15 and 42. Scan chapter 52. Groups brief market research results from phase one of the course exercise.<li data-bbox="516 772 1419 1087">5. Using award documentation, other supporting documentation, and appropriate resources analyze an offeror's protest to determine an appropriate resolution and prepare a contract administration plan for an awarded contract. Read and be prepared to discuss textbook chapters 33 and 42. Groups brief solicitation preparation as a part of the course exercise.<li data-bbox="516 1134 1419 1415">6. Identify issues involving accounting and payment management and various financial considerations arising during contract administration and available alternatives for resolution. Read and be prepared to discuss textbook chapters 32, 14, 15, and 16. Scan FAR 52.216, 52.232-20 and 52.232-22. Individual case study discussions.<li data-bbox="516 1461 1419 1843">7. Using contract award documentation and other supporting documentation, analyze contract request for contract modification, quality assurance, subcontract management, and property administration issues arising during contract administration to determine appropriate actions in order to review and prepare any necessary documentation. Read and be prepared to discuss textbook chapters 43, 44, 45, and 46. Scan 52.243, 52.244, 52.245 and 52.246.
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	<p>8. Using contract award documentation and other supporting documentation analyze a proposed contract termination scenario and a follow-on request for equitable adjustment; prepare a contracting office's final decision and prepare the contract file for closeout. Read and be prepared to discuss textbook chapters 4, 8, 33, and 49. Wrap up group exercise and case study presentations.</p> <p>9. Course summary; student presentations and final examination.</p>
Additional Information	The instructor reserves the right to change the syllabus as necessary.