

<p>Course</p>	<p>PROC 5860 - Government Contracting</p> <p><i>Please Note: Students must notify the office if they wish to DROP or WITHDRAW from a course. It is not sufficient to tell your instructor. Cancellation of an enrollment is subject to Tuition Refund Deadlines and Policies as outlined in the Graduate Studies Catalog.</i></p>
<p>Term</p>	<p>Spring 2 2008 Mondays, 5:00pm – 9:00pm Class begins: March 17, 2008 Location: Webster University LAAFB</p>
<p>Instructor</p>	<p>Name: Charles E. Heckrotte Phone: Work (310)814-1775 Northrop Grumman Corp. Cell: (310-292-8824) Email: Charles.Heckrotte@ngc.com (work email) checkrotte00@webster.edu (Webster University Connections Email Address)</p>
<p>Catalog Description</p>	<p>Students will examine contracting administration/management; focusing on complex, non-commercial acquisitions. Through lecture, case study, exercises, and other action teaming activities, students will be challenged to accept their roles as business advisors and to apply ethical principles and sound judgments to resolve contracting issues. Prerequisite: PROC 5000 or an equivalent introductory course in procurement and acquisitions management.</p> <p>Instructor comments: The course will provide an in-depth analysis of Government contracting regulations and contract administration/management procedures, with particular emphasis on the Federal Acquisition Regulation (FAR) and Department of Defense Federal Acquisition Regulation Supplement (DFARS), and the practical application of the FAR and DFARS in Government and industry contract administration/management roles.</p>
<p>Prerequisites</p>	<p>PROC 5000 Procurement & Acquisition Mgmt</p>
<p>Course Level Learning Outcomes</p>	<p>The following is a list of the learning outcomes for the course:</p> <ul style="list-style-type: none"> • The students will be able to explain the important terminology, facts, concepts, principles, and theories used in the field of Procurement and Acquisition Management. These will consist of the mandatory topics taught in the pre-requisite, advanced core courses, and integrative capstone course. • The students will be able to apply the important terminology, facts, concepts, principles and theories in the field of Procurement and Acquisition Management and will become familiar with how to work with customers, make sound business judgments, conduct market research and develop requirements documents. • The students will be able to demonstrate a working knowledge of service contracts, how to analyze requirements and determine the appropriate methodology, kind and type of contract required to meet customer needs. • The students will be able to develop, expand and apply knowledge of acquisition planning, solicitation, source selection and the evaluation process using market research and acquisition planning and other applicable information. • The students will be able to research and study appropriate contracting resources, students will analyze post award issues and identify available alternatives for resolution using award documentation, other supporting documentations. • The students will be able to utilize themselves as scholar-practitioners, capable of creatively synthesizing intellectual explanation of PROC models with methodological competencies and experience-based perceptual skills and judgment to research techniques and utilization to determine customer perceptions, price sensitivity, and constraints and restrictions on pricing decisions relating to ethics and the law.

Materials

The required textbooks for this course are the Federal Acquisition Regulation (FAR) and the Department of Defense Federal Acquisition Regulation Supplement (DFARS). The FAR and DFARS may be acquired at the site identified in Paragraph (a) below from the Commerce Clearing House website or MBS Direct. Please order early as it may take 10 to 14 days to receive the regulations.

(a) Federal Acquisition Regulation (FAR) and the Department of Defense Federal Acquisition Regulation Supplement (DFARS) as of January 2007 (in Paperback).
Options for Ordering Textbook:

- Available through Commerce Clearing House Incorporated, with on-line ordering at <http://onlinestore.cch.com>
- Textbooks are available about four weeks before the start of classes and may be ordered from Webster University's bookstore, **MBS Direct**. To place an order call toll-free: **1-800-325-3252** or visit <http://direct.mbsbooks.com/webster.htm>

(b) SUPPLEMENTAL READINGS: The instructor may provide supplemental reading material during the course for subject matter discussion emphasis and current issues in Government contract administration.

(c) Federal Acquisition Regulation (FAR) and the Department of Defense Federal Acquisition Regulation Supplement (DFARS), Accessible On-line. Although it is highly recommended to have a paperback copy of the FAR and DFARS for the course, students may access the FAR and DFARS text and clauses by going to one of the following Government sites: <http://www.arnet.gov>, or <http://farsite.hill.af.mil>, or by going to www.gsa.gov and searching under Regulations.

Grading

COURSE GRADE WEIGHING REQUIREMENTS: The following table presents the weighing allocation of the course grade requirements:

Evaluation Area	Points	% of Course Grade
MID-TERM Exam – Open Book Portion issued in Week 4/Closed Book Portion taken in Class in Week 5	150	30%
FINAL Exam – Open Book Portion issued in Week 8/Closed Book Portion taken in Class in Week 9	150	30%
FAR Research - Student Team Competition (Weeks 3 through 8)	100	20%
Homework Assignments	75	15%
Class Participation (Students bring in FAR topics & participate in class discussion)	25	5%
Total Course Grade Requirements	500	100%

The following grade point structure is used to compute the letter grades for the final course grade.

Grade Points Earned	Equivalent Letter Grade
94-100	A Superior Graduate Work
90-93	A- Superior Graduate Work
87-89	B+ Satisfactory Graduate Work
83-86	B Satisfactory Graduate Work
80-82	B- Satisfactory Graduate Work
70-79	C Work that is barely adequate as graduate-level performance
Below 70	F Work that is unsatisfactory
I	I Incomplete work

<p>Activities</p>	<p>a. THE FAR RESEARCH TEAM COMPETITION: Part of the learning facilitation structure for this course is to be able to know where to find key contract compliance, regulation and clause information in the Federal Acquisition Regulation (FAR). Through reading assignments, lectures and practice, the student will acquire a sound foundation as to where to find this information in the FAR. To hone the student's understanding and research capability in this course, students will be assigned to Teams that the Instructor will determine as being fair and evenly capable. The student Teams will encounter in this course, as in practical professional application experience, the need and ability to research and respond in a timely manner and with accurate answers to questions that the Instructor will ask. Students should always bring a copy of the FAR to class, but especially for the FAR Research Team Competitions. Score will be kept in the conduct of this competitive exercise and will be counted into the student's grade. The Team with the highest cumulative score will receive bonus points for final grade determination. This FAR Research Team Competition is meant to be positive learning experience, as well as an enjoyable part of the course.</p> <p>b. CLASS PARTICIPATION. Students are encouraged to bring in topical FAR issues and current changes in the FAR that apply to course instruction for class discussion. Such student participation will be a positive element for the student receiving Class Participation points in the final grade determination.</p>
<p>Policy Statements: University Policies</p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website, www.webster.edu. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p>Academic Honesty 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 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 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 Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior 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. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course. Please be considerate and turn-off your cell phone during class sessions.</p> <p>Student Assignments Retained From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p>Contact Hours for this Course It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p>Course Policies</p>	<p>INSTRUCTOR'S EXPECTATION OF STUDENTS:</p> <ol style="list-style-type: none"> a. a basic understanding of the principles of Government contract law is desirable b. be a positive contributor in class discussions, activities, and topical presentations

	<ul style="list-style-type: none"> c. take comprehensive notes of class lecture material d. read assignments prior to the class in which they will be discussed e. submit assignments and exams on time f. be prepared in all lecture and class discussions g. attend all classes; however, if you cannot, you must notify instructor prior to any class absence <p>Course Attendance Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the Instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advanced permission from the instructor should withdraw from the class.</p>
<p>Additional Information</p>	<ul style="list-style-type: none"> • Webster University's online library, Passports, is available through http://library.webster.edu, you will need to use your student ID to access the databases. • Students who are discovered cheating or committing plagiarism will be awarded a failing grade for the course, and may be subject to discipline or dismissal. www.turnitin.com is a tool Webster University uses to assist faculty in identifying plagiarism. • Students should use citation protocol from APA. Guidelines are available in the office or on-line at www.webster.edu/coloradosprings • Class sessions are limited to currently enrolled students. • Daycare services are not available at Webster University. Children are not allowed to attend class or use Webster University facilities. • Grades are available online by visiting www.webster.edu, select Registration and Online Services. You will need to provide your student number and password to access your online information.
<p>eReserves Access – Very Important Information</p>	<p>Lecture slides, homework assignments, Instructor handout materials, and course exams will be posted on the Webster University's eReserves System. Students are expected to access this site frequently to ensure that they have downloaded all required materials in preparation for each week's lecture. Follow the instructions below to find the Webster University site for eReserves and the course password for the first class lecture and other materials:</p> <ol style="list-style-type: none"> 1. Go to http://ereserves.webster.edu from there, select the Electronic Reserves 2. Go to the heading Electronic Reserves and Course Materials 3. Select the Instructor Box, insert Huffman, Russell 4. Select your Course that you are taking – PROC 5860 Government Contracting 5. Enter in the Password: CONTRACTMGMT07 and click on the ACCEPT button on the bottom of the page 6. <p><u>NOTE: At the first class meeting, a new password for the course will be provided to the enrolled students in the course. The provided password above is only valid for the first class lecture and supplemental material.</u></p>

WEEKLY SCHEDULE OF REQUIRED READING ASSIGNMENTS, EXERCISES AND EXAMS:

REMEMBER - Assigned readings and homework assignments must be completed before each class, including the assignment for the first night. This course will involve a lot of in-class discussion and reading prior to class -- please be prepared to participate in class.

WEEK	READING ASSIGNMENTS	Homework Assignments	HANDOUTS, CLASS EXERCISES and EXAMS	CLASS LECTURE and DISCUSSION PLAN
1 03/17	FAR Parts 1-8, 10, & 11 FAR Clauses 52.000 thru 52.208-9; & 52.210 thru 52.211-18		Copy of a Sample Federal Government RFP and Sample Amendments provided by Instructor	Introduction; the History of Federal Government Procurement; Federal Procurement System Overview; Identification of Needs; Acquisition Planning; Market Research; Rqmts Documents; Competition Rqmts
2 03/24	FAR Parts 9, 12, 13 & 37 FAR Clauses 52.209-1 thru 52.209-6; 52.212-1 thru 52.213-4; 52.237-1 thru 52.237-10	Assignment - Start a Government Contracts Glossary of Acronyms and Terms – 40 points	<ul style="list-style-type: none"> • OCI Avoidance/Mitigation Exercise – Reference FAR Part 9.500 	FAR Part 9.500 Organizational Conflict of Interests (OCI); FAR Part 12 Acquisition of Commercial Items; FAR Part 13 Simplified Acquisition Procedures; FAR Part 37 Service Contracting (i.e., Performance-Based Service; Contracts (PBSC); Personal vs. Non-Personal Services; Advisory and Assistant Services); Potential Conflicts of Interest; Statutory Changes Affecting Service Contracts
3 03/31	FAR Parts 14, 15, 16, 17 & 18 FAR Clauses 52.214 thru 52.218	Week 4 Homework Assignment – Identify the various types of Bonds and their application – 10 points	<ul style="list-style-type: none"> • Contract Types Exercise <p>The FAR Research Team Competition-Session 1</p>	FAR Part 14 Sealed Bidding; FAR Part 15 Negotiation and Request for Proposals vs. Sealed Bidding and Invitation for Bid; Best Value Contracting; LPTA; FAR Part 16 Contract Types; Incentive Arrangements; Source Selection Planning and Evaluation Criteria; Contract Format; FAR Part 17 Multi-Year Contracting; FAR Part 18 Emergency Contracting
4 04/07	FAR Parts 19, 22, 23, 24, 25, 26 & 28 FAR Clauses 52.219-1 thru 52.219-27; 52.222-1 thru 52.222-50; 52.223-3 thru 52.226-5; & 52.228-1 thru 52.228-16		<p>The FAR Research Team Competition-Session 2</p> <p>Part 1 Mid-Term Exam (Take Home Portion) Due Before Week 5 Lecture</p>	FAR Part 15 Follow-up discussions on the Negotiation Process, Strategies, Planning and Tactics; Contract Award and Debriefing; FAR Part 19 Small Business Programs; FAR Part 23 Socioeconomic Programs; FAR Part 26 Other Socioeconomic Programs; FAR Part 22 Labor Laws; FAR Part 24 FOIA; FAR Part 25 Foreign Acquisition; FAR Part 28 Bonds and Insurance
5 04/14	FAR Parts 33 & 42 FAR Clauses 52.233-1 thru 52.233-4; 52.242-1 thru 52.242-17 DFARS Part 252.242	Week 6 Homework Assignment – Develop a Limitation of Cost and Funding Notification Letters to the Contracting Officer – 15 points	Part 2 Mid-Term Exam (In-class Portion)	FAR Part 33 Bid Protest Procedures and Jurisdictions; Role of Legal Counsel in Bid Protest Processing; Suspension of Work; Stop Work Order; ADR; Disputes; FAR Part 42 Contract Audit Responsibilities and Post Award Conferences, Preparation of Contract Administration Plans; Submittal of Indirect Rates; Change of Name and Novation; Contract Closeout Procedures
6 04/21	FAR Parts 27, 29, 30, 31 & 32 FAR Clauses 52.227-1 thru 52.227-23; 52.229-1 thru 52.229-10; 52.230-1 thru 52.230-7; 52.232-1 thru 52.232-38	Week 7 Homework Assignment – Develop a list of terms & conditions that you would want in an Alternative Disputes Resolution (ADR) Agreement – 10 points	<p>The FAR Research Team Competition-Session 3</p> <p>Copy of Cost Accounting Standards provided by Instructor</p>	FAR Part 27 Patent, Data & Copyrights; FAR Part 29 Taxes; FAR Part 30 Cost Accounting Standards; FAR Part 31 Allowable and Unallowable Costs; FAR Part 32 Contract Financing; Invoicing Processes; Progress and Performance Based Payments (Milestone Payments); Debt Collection and Set-Off Procedures; Contractor's Cost Estimating Systems; Cost & Funding Ceilings; Price & Fee Adjustments

WEEK	READING ASSIGNMENTS	Homework Assignments	CASE STUDIES, CLASS EXERCISES and EXAMS	CLASS LECTURE and DISCUSSION PLAN
<p align="center">7 04/28</p>	<p>FAR Parts 43, 44, 45 & 46 FAR Clauses 52.243-1 thru 52.243-7; 52.244-1 thru 52.247 and 52.246</p>		<p><i>The FAR Research Team Competition-Session 4</i></p>	<p>FAR Part 43 Processing Contract Modifications; Equitable Adjustments; Remedies for Inadequate Contract Performance; Documenting Past Performance; FAR Part 44 Consent for Subcontracting; Remedies for Noncompliance With Subcontracting Plans; FAR Part 45 Government Property; Property Control Requirements; Contractor Liability for Loss or Damage to Government Property; FAR Part 46 Quality Assurance;</p>
<p align="center">8 05/05</p>	<p>FAR Parts 47, 48, 49, 50, 51, 52, 53 & the Matrix FAR Clauses 52.247-1 thru 52.252-6</p>		<p><i>The FAR Research Team Competition-Session 5</i></p> <p>Part 1 Final Exam (Take Home Portion) Due Before Week 9 Lecture</p>	<p>FAR Part 47 Transportation; FOB Origin; FOB Destination: Demurrage; FAR Part 48 Value Engineering; FAR Part 49 Terminations for Default; Terminations for Convenience; Excusable Delays; FAR Part 50 Extraordinary Contractual Actions; FAR Part 51 Use of Government Sources by Contractors; FAR Part 52.301 The FAR Clause Matrix; FAR Part 53 Forms</p>
<p align="center">9 05/12</p>	<p>Best Practices in Contracting</p>	<p>Turn-in a copy of your Government Contracts Glossary of Acronyms and Terms</p>	<p>Part 2 Final Exam (In-class Portion)</p>	<p>Course Summary & Best Practices Lecture</p>