

Course	ITM 5300 –Procurement and Contract Management for Information Technology
Term	Fall II, 2009
Instructor	Dr. William Powell, (w) 314-633-0239, (e-mail) williampowell75@webster.edu & wpowell@rejis.org
Catalog Description	This course covers the basic concepts and practices in procurement and contract management, not from a strict legal approach, but rather in a manner that equips a student with the skills and knowledge necessary to negotiate and manage the procurement of information and communications technology, armed with an understanding of the critical issues.
Prerequisites	ITM 5000 – Information Technology Management - Overview
Course Level Learning Outcomes	<p>After completing this course, students will:</p> <ul style="list-style-type: none"> • <i>know and understand the important technical and management terminology, concepts, principles, techniques, practices and theories related to the procurement of information and communications technology.</i> • <i>be able to effectively apply important technical and management concepts, principles, practices, techniques, practices and theories to the process of procuring information and communications technology.</i> • <i>know and understand the important technical and management terminology, concepts, principles, techniques, practices and theories related to the negotiation and administration of contracts for large-scale information and communications technology purchases.</i> • <i>be able to effectively apply important technical and management concepts, principles, practices, techniques, practices and theories to the contract management process.</i> • <i>know and understand the critical legal issues involved in contract management.</i>
Materials	<p>REQUIRED TEXTS: “Performance-Based Acquisition: Pathways to Excellence”; by Garrett, G.A.(2005), National Contract Management Association, McLean, Virginia</p> <p>“Contracts in a Nutshell” (Nutshell Series); by Rohwer, C.D. & Skroki, A.M., (2000), West Group, St. Paul, Minnesota</p> <p>SUPPLEMENTAL MATERIAL; Selected documents and/or articles that are relevant to lecture, discussion, or research activities may be provided or assigned throughout the term. A selected booklist may also be provided for optional outside reference.</p>
Grading	Class participation will account for 20% of the final grade.

	<p>Group project (written report and oral presentation) will account for 30% of final grade.</p> <p>Mid-term and final exams will account for 50% of the final grade.</p> <p><u>Grading Scale:</u></p> <table border="0"> <tr> <td>A</td> <td>94-100%</td> <td>A-</td> <td>90-93 %</td> </tr> <tr> <td>B+</td> <td>87-89%</td> <td>B</td> <td>83-86%</td> </tr> <tr> <td>B-</td> <td>80-82%</td> <td>C</td> <td>70-79%</td> </tr> </table>	A	94-100%	A-	90-93 %	B+	87-89%	B	83-86%	B-	80-82%	C	70-79%
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B+	87-89%	B	83-86%										
B-	80-82%	C	70-79%										
<p>Activities</p>	<ul style="list-style-type: none"> • Short lectures • Facilitated discussion of assigned readings • Short, moderately complex cases and exercises • Term (research) paper and/or group project • Midterm and final exams 												
<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. 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 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.</p>												

Course Policies	Attendance at all class sessions is expected. Late assignments will be accepted if prior arrangements have been made with the instructor, but will be given reduced points based upon the number of class sessions it is late.
Weekly Schedule	<p>Topical Outline</p> <p>Week 1 Introduction to IT Procurement and Contract Management</p> <p>Week 2 Laws and Regulations Governing Contracts, and Contract Terms and Conditions</p> <p>Week 3 Requirements Analysis; Statement of Work, & Evaluation Criteria</p> <p>Week 4 Preparation of Request for Proposals</p> <p>Week 5 Mid-Term Examination, and Analysis of Responses to RFP</p> <p>Week 6 Supplier Selection; Due Diligence, Negotiation, and Award</p> <p>Week 7 Administering the Contract; Organizational Issues in Contract Management</p> <p>Week 8 Oral Presentations of Group Projects</p> <p>Week 9 Comprehensive Final Examination</p>
Additional Information	None

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