

Government Contracting Lifecycle GCON-5100

S2 2021 Section FL 3 Credits 03/15/2021 to 05/14/2021 Modified 03/09/2021

Meeting Times

Weekly Class Meeting

Tuesdays 6PM to 10PM EDT

Class will meet via Zoom - the link will be posted in WorldClassroom

Contact Information

Instructor: Ms. Shelly Goergen

Email: shellygoergen33@webster.edu

Phone: 720-382-4647

I am available for office hours by request outside of our normal class meeting time. Please email me to set up a time. I will reserve the last 30 minutes of each weekly class meeting for individual or group consultation as needed.

Office Hours

Evenings

Online or By Phone, Eastern Time Zone

Please email me to set up a time.

Description

Government Contracting Lifecycle (GCON 5100) provides students the foundations of life cycle components of government contracts. This course also introduces students to the various roles that contracting professionals engage with various Contract Life Cycle Planning, Execution and Administration methods. The course introduces government contracting concepts new to the contracting professional. Students learn to develop skills as a business advisor in the acquisition process and focuses on developing mission support strategies based on a knowledge of the contracting environment and customers' needs. Students will learn how to develop an acquisition strategy, conduct market research, and understand how socioeconomic programs support the acquisition planning process leading to solicitation, award, and administration of successful contracts. It provides students with the knowledge necessary to execute an acquisition that optimizes customers' mission performance.

Requisites

GCON 5000

Objectives

- Given a customer need, reinforce areas of mutual interest within an acquisition environment (requiring activity, contractor, contracting office, others)
- Using the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFAR5), locate required information
- Given a provided mission support area, describe strategic or tactical methods or market research
- Given a customer need, identify all issues related to developing the applicable requirements documents for an acquisition
- Given a customer requirement, determine the laws applicable (labor, environment, socioeconomic, and foreign acquisition requirements) to that requirement
- Given a customer requirement, choose applicable competition requirements
- Given a customer need, provide sound business advice for an acquisition strategy
- Given a procurement request package, determine if the purchase request package can be accepted and processed
- Given a requirement, determine the applicable methods for exchanging information with the vendor.
- Given the specifics of the requirement, determine the components and procedures for preparing an oral or written solicitation

- Given a solicitation, determine the procedures for processing solicitation responses
- Given responses to a solicitation, determine the analytical techniques that will be used to evaluate contractors' proposals to ensure that both the government and contractor get a fair and reasonable price
- Given responses to a solicitation, complete the price analysis of a contractor's proposal in order to establish price objective for negotiaion
- Given the results of an evaluation, determine the elements of a negotiation strategy
- Given results of the evaluation process, determine the procedure taken for contract award
- Apply the major elements of contract administration planning
- Categorize the policies and procedures for the post-award orientation of contractors
- Explain the policies and procedures for payment
- Describe the policies and procedures for reporting and processing contract modifications
- Describe the policies and procedures for resolving contract disputes
- Describe the policies and procedures for termination of contracts
- Determine the policies and procedures used for closing out contract files

Outcomes

Given a customer need. reinforce areas of mutual interest within an acquisition environment (requiring activity, contractor, contracting office, others)

Using the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFAR5), locate required information

Given a provided mission support area, describe strategic or tactical methods or market research

Given a customer need, Identify all Issues related to developing the applicable requirements documents for an acquisition

Given a customer requirement, determine the laws applicable (labor, environment. socioeconomic. and foreign acquisition requirements) to that requirement

Given a customer requirement, choose applicable competition requirements

Given a customer need, provide sound business advice for an acquisition strategy

Given a procurement request package, determine if the purchase request package can be accepted and processed

Given a requirement, determine the applicable methods for exchanging information with the vendor.

Given the specifics of the requirement, determine the components and procedures for preparing an oral or written solicitation

Given a solicitation, determine the procedures for processing solicitation responses

Given responses to a solicitation, determine the analytical techniques that will be used to evaluate contractors' proposals to ensure that both the government and contractor get a fair and reasonable price

Given responses to a solicitation, complete the price analysis of a contractor's proposal in order to establish price objective for negotiaion

Given the results of an evaluation, determine the elements of a negotiation strategy

Given results of the evaluation process, determine the procedure taken for contract award

Apply the major elements of contract administration planning

Categorize the policies and procedures for the post-award orientation of contractors

Explain the policies and procedures for payment

Describe the policies and procedures for reporting and processing contract modifications

Describe the policies and procedures for resolving contract disputes

Describe the policies and procedures for termination of contracts

Determine the policies and procedures used for closing out contract files

Materials

There are no additional materials for this course outside of the online content.

Deliverables

Weekly Assignments & Quizzes: See Course Schedule

Each week will have at least one assignment we will do in class, one homework assignment, and one quiz that will be due the Monday before the next class. You must submit the homework assignment and complete the quiz in Canvas on time to receive full credit.

Midterm Case Study: Acquisition Planning and Solicitation Considerations

Final Case Study: Contract Administration Considerations

Evaluation

Criteria

Performance: Students must earn an overall grade of at least 80% to pass this course, to be eligible for future Certification (this aligns to Defense Acquisition University equivalent course requirements).

Behavioral: To be successful in this course, students will have to develop effective habits and skills. The instructor's role will be to guide students through an immersive learning environment. This is part of the learning process to becoming proficient in the use of acquisition regulations in writing and administering contracts. Students must actively participate in classroom activities and complete all assignments to be successful.

Breakdown

Your grade is based on the following elements:

- Weekly discussion participation: 10%
- Weekly Assignments: 10%
- Weekly Quizzes: 10%
- Midterm and Final Exams: 30%
- Midterm and Final Capstones: 40%

Schedule

When	Topic	Notes
Weekly Class Meetings Every Tuesday, 6-10PM EDT Zoom	See Weekly Course Schedule	<p>THE WEEKLY Schedule is detailed in the WorldClassroom modules. The course will open up on Friday, March 12th</p> <p>Zoom Join URL: https://webster-edu.zoom.us/j/98455327583</p> <p><u>ONLINE EVALUATION</u>: https://evaluation.webster.edu - available weeks 8 & 9, posted in WorldClassroom as well</p>

Course Policies

Please silence all cell phones during class (set to vibrate for emergency calls is acceptable). Even while meeting remotely a ringing phone can be distracting.

Institutional Policies

Academic Policies

Academic policies provide students with important rights and responsibilities. Students are expected to familiarize themselves with all academic policies that apply to them. Academic policies for undergraduate students can be found in the Undergraduate Studies Catalog; graduate students should review the Graduate Studies Catalog.

[Undergraduate Studies Catalog](#)

The Undergraduate Studies Catalog contains academic policies that apply to all undergraduate students. The *academic policies and information* section of the catalog contains important information related to **attendance, conduct, academic honesty, grades, and more**. If you are an undergraduate student, please review the catalog each academic year. The current Undergraduate Studies Catalog is at:

<http://www.webster.edu/catalog/current/undergraduate-catalog/> (<http://www.webster.edu/catalog/current/undergraduate-catalog/>).

Graduate Studies Catalog

The Graduate Studies Catalog contains academic policies that apply to all graduate students. The *academic policies* section of the catalog contains important information related to **conduct, academic honesty, grades, and more**. If you are a graduate student, please review the catalog each academic year. The current Graduate Studies Catalog is at:

<http://www.webster.edu/catalog/current/graduate-catalog/> (<http://www.webster.edu/catalog/current/graduate-catalog/>).

Grading

The Grades section of the academic catalog outlines the various grading systems courses may use, including the information about the final grade reported for this class.

Undergraduate

<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading>).

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades>
(<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades>).

Incomplete

There are important policies that govern grades of Incomplete (I), including the circumstances under which Incomplete grades are granted, deadlines for completion, and consequences should the remaining course work not be completed. It is the responsibility of a student who requests an Incomplete to ensure that he/she understands and follows the policies.

Grade Appeals

Instructors are responsible for assigning grades, and student should discuss grade issues with the instructor. Policies and procedures for appealing grades are available in the appropriate catalog.

Academic Honesty Policy

Webster University is committed to academic excellence. As part of our Statement of Ethics, we strive to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism and all other forms of academic dishonesty. Academic dishonesty is unacceptable and is subject to a disciplinary response. Students are encouraged to talk to instructors about any questions they may have regarding how to properly credit others' work, including paraphrasing, quoting, and citation formatting. The university reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their academic work.

The University's Academic Honesty Policy is published in academic catalogs:

Undergraduate

<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html>).

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html>
(<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html>).

As a part of the University commitment to academic excellence, the Academic Resource Center provides student resources to become better acquainted with academic honesty and the tools to prevent plagiarism in its many forms:

http://www.webster.edu/arc/plagiarism_prevention/ (http://www.webster.edu/arc/plagiarism_prevention/).

Statement of Ethics

Webster University strives to be a center of academic excellence. The University makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely
- The protection of intellectual freedom and the rights of professors to teach
- The advancement of knowledge through scholarly pursuits and relevant dialogue

To review Webster University's statement of ethics, see the Undergraduate Studies Catalog and the Graduate and Studies Catalog:

Undergraduate

<http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics>).

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/ethics.html> (<http://www.webster.edu/catalog/current/graduate-catalog/ethics.html>).

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, the content must be covered at another time.

Important Academic Resources

Academic Accommodations

Webster University makes every effort to accommodate individuals with academic/learning, health, physical and psychological disabilities. To obtain accommodations, students must identify themselves and provide documentation from a qualified professional or agency to the appropriate campus designee or the Academic ADA Coordinator at the main campus. The Academic ADA Coordinator may be reached at 314-246-7700 or disability@webster.edu (<mailto:disability@webster.edu>).

If you have already identified as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor of the accommodations you will require for this class at the beginning of the course.

Academic Resource Center

Additional support and resources may be accessed through the Academic Resource Center (ARC). Support and resources include academic counseling, accommodations, assistive technology, peer tutoring, plagiarism prevention, testing center services, and writing coaching. Visit www.webster.edu/arc (<http://www.webster.edu/arc>) or Loretto Hall 40 on the main campus for more information.

Student Success Portal

Webster University's Student Success Portal, powered by Starfish, is a communications tool to connect students with faculty members and campus support services. It allows faculty and staff members to communicate with you regarding academic achievements as well as areas where support may be helpful. You may use the portal to contact faculty and staff members for assistance and to arrange meetings. Activity in the portal will be communicated to your Webster University email account. The Student Success Portal is available via your course home page in WorldClassRoom or via Connections. Learn more about the Student Success Portal at <http://www.webster.edu/success/students.html> (<http://www.webster.edu/success/students.html>).

University Library

Webster University Library is dedicated to supporting the research needs and intellectual pursuits of students throughout the University's worldwide network. Resources include print and electronic books, journal articles, online databases, DVDs and streaming video, CDs and streaming music, datasets, and other specialized information. Services include providing materials at no cost and research help for basic questions to in-depth exploration of resources. The gateway to all of these resources and services is <http://library.webster.edu> (<http://library.webster.edu>). For support navigating the library's resources, see <http://libanswers.webster.edu/> (<http://libanswers.webster.edu/>) for the many ways to contact library staff.

Drops and Withdrawals

Drop and withdrawal policies dictate processes for students who wish to unenroll from a course. Students must take proactive steps to unenroll; informing the instructor is not sufficient, nor is failing to attend. In the early days of the term or semester, students may DROP a course with no notation on their student record. After the DROP deadline, students may WITHDRAW from a course; in the case of a WITHDRAW, a grade of W appears on the student record. After the WITHDRAW deadline, students may not unenroll from a course. Policies and a calendar of deadlines for DROP and WITHDRAW are at:

Undergraduate

<http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html>).

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html> (<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html>).

Academic Calendar - <http://www.webster.edu/academics/academic-calendar/> (<http://www.webster.edu/academics/academic-calendar/>).

Current tuition rates, policies, and procedures, including details of pro-rated tuition refunds, are available in the "Tuition, Fees, and Refunds" section of Webster's Academic Catalogs:

Undergraduate

<http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html>
(<http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html>).

Graduate

<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html> (<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html>).

Student Handbook and Other Important Policies

Student handbook and other non-academic policies may apply to you and may impact your experience in this class. Such policies include the student code of conduct, privacy, technology and communications, and more. Please review the handbook each year and be aware of policies that apply to you. The handbook is available at:

<http://www.webster.edu/student-handbook/> (<http://www.webster.edu/student-handbook/>).

Sexual Assault, Harassment, and Other Sexual Offenses

Webster University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, and is committed to providing support to those affected when this behavior does occur. To access information and resources or to review the Policy on Sexual Assault, Harassment, and Other Sexual Offenses, visit:

<http://www.webster.edu/sexual-misconduct/> (<http://www.webster.edu/sexual-misconduct/>).

Research on Human Subjects

The Webster University Institutional Review Committee (IRB) is responsible for the review of all research on human subjects. The IRB process applies to all Webster University faculty, staff, and students and must be completed prior to any contact with human subjects. For more information on the IRB, visit:

<http://www.webster.edu/irb/index.html> (<http://www.webster.edu/irb/index.html>).

Course Evaluations

At the end of this course, you will have the opportunity to provide feedback about your experience. Your input is extremely valuable to the university, your instructor, and the department that offers this course. Please provide your honest and thoughtful evaluation, as it helps the university to provide the best experience possible for all of its students.

Important Technology Information

Connections Accounts

Webster University provides all students, faculty, and staff with a University email account through Connections. Students are expected to activate their Connections account and regularly check incoming University email. Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the Help Desk (314-246-5995 or toll free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology website at:

<http://www.webster.edu/technology/service-desk/> (<http://www.webster.edu/technology/service-desk/>).

WorldClassRoom

WorldClassRoom is Webster's Learning Content Management System (LMS). Your instructor may use WorldClassRoom to deliver important information, to hold class activities, to communicate grades and feedback, and more. WorldClassRoom is available using your Connections ID at:

<https://worldclassroom.webster.edu/> (<https://worldclassroom.webster.edu/>).

Webster Alerts

Webster Alerts is the University's preferred emergency mass notification service, available free to current students, faculty and staff at all US campuses. By registering a valid cell phone number and email address, you will receive urgent campus text, voice mail and email communications. Valuable information concerning a range of incidents affecting you - from weather-related campus closures, class delays and cancellations, to more serious or life-threatening events - are immediately and simultaneously delivered through multiple communication channels. To register for Webster Alerts, visit:

<http://www.webster.edu/technology/services/webster-alerts/> (<http://www.webster.edu/technology/services/webster-alerts/>).

Campus Information

Due to the Education Centers not re-opening in the DC region as of yet *please* meet via Zoom for the Spring 2 term.

Instructors will post the meetings in WorldClassroom/Canvas for students to log in each week (added security measure). On the left side with all the hyperlinks there will be one for Zoom.

We recommend Chrome for the browser and please mute yourself when not speaking, also only you are able to unmute yourselves in Zoom. If there are many participants it also might be wise to disengage video too (or if bad weather) if low band width messages continually appear.

Webster University - Fort Belvoir:

Barden Education Center: 9625 Belvoir Road, bldg. 1417

Fort Belvoir, VA 22060

Phone (703) 781-7942

belvoir@webster.edu

Additional Items

Emerson Library: library.webster.edu

There is a live chat feature - home page, contact a librarian (middle of page, middle box): Chat with a librarian on left side (might have to scroll down a bit) - accessible 24 hours a day.

The WSBT subject librarian is:

Business & Management	Mary Anne Erwin	800-985-4279	maerwin@webster.edu
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Please use these excellent resources