

Government Contract Administration (101) Workshops

Course Number: 00942

Professional Skills: Contract Administration Workshops

Course length: six hours

Course Description

BLE's contract administration training course will help administer and manage contracts on schedule and within budget. You will learn the keys understanding the Federal Government, General Services Administration (GSA) Schedules, the Federal Acquisition Regulations (FAR), Source Justifications, Prime vs. Subcontract relationships and flow down clauses and more.

Course Objectives:

- * Examining the myths and realities of responding to RFP's
- * Pre-proposal activities
- * Federal Government Contracting (GSA, CCR, ORCA, FedBiz Ops)
- * Contract Types (FFP, T&M, CPFFP & LH)
- * Working with Subcontractors
- * Protests
- * Authority of government and contractor personnel
- * Managing GSA schedules
- * Socioeconomic programs (SDVOD, VOSB, 8(a) HUBZone, NAOSB)
- * Reps & Certs and other terms and conditions
- * Timekeeping for federal contracts
- * Terminations for convenience and default
- * Asking the right questions at pre-bid conferences

Performance - Based Objective:

- * How to become a Contract Administrator (Knowledgeable)
- * To understanding the government contracting environment and how the process works
- * The FAR
- * Contract Types
- * Agreement(s) (NDA, OIC, T&A, Subcontracts)
- * Small Business Plan (ISR/SSR)



For Training Information, call 410-461-1083

- * Request for Proposal, Request for Quote & Sources Sought Notice (What's the difference?)
- * Contract Close-Out

Target Student:

Individuals who are new to Federal contracting, as well as project staff, business development staff, and personnel at any level who have some exposure to government contracting and procurement. Government contracting differs from commercial work in many ways. This class will look at Federal contracting and keys to becoming more knowledgeable.

Delivery Method:

Instructor led, individual or group-paced, classroom delivery learning or web based model with structured hand-on activities.