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**Syllabus—PC 4020**

**General Class Information**

**Instructor Name and Contact Information**: Lee Washington, *(Students may contact the instructor through the Course Message function or through commercial e-mail, or by phone/cell 619.708.8622*

**Subject Area and Catalog Number**: PC 4020 / 12098

**Year and Term**: Fall 2016

**Class Title**: Contract Administration

**Level** (Graduate or Undergraduate): Undergraduate

**Credit Type**: 3 credits

**Class Description**: Covers the technical and fundamental procedures basic to contract administration. Examines both theory and practice, emphasizing enforcement of contract terms and conditions, contract modifications, change orders, disputes and appeals, financial analysis, cost-pricing principles, audits, contract authority and interpretation, production surveillance, terminations, contract close outs, and quality assurances, and terminations. Prerequisite: PC 4010.

**Required Text**: Current version of the Federal Acquisition Regulation (“FAR”). Do not purchase the FAR, but rather access the FAR through the Internet at [www.gsa.gov](http://www.gsa.gov)

**Learning Outcomes**: At the completion of this course, you will understand what basic functions are included in the post contract award Contract Administration process. In addition, you will know and be able to apply Contract Administration principles as they relate to specified post award actions.

**Assessment Components**:

1. There are two Examinations in the Course: Mid-term and Final Exams;
2. There are FORUM discussions for each Lesson, except the Exam Lessons. It is expected that each Student will actively participate in each of the Course Forums; and
3. Self-Assessments for each Lesson. It is expected that each Student will complete the Self-Assessment for each Lesson.
4. The Forum Discussions and Self-Assessments are the Student participation element of the Course. (See each Lesson requirement below).

**Delivery Mode Expectations**: This course is taught completely online – 24/7 Asynchronous. There are no synchronous class meetings.

**Required Technical Resources and Technical Components**: Access to UVa Collab and the textbooks (see below).

**Class Specific Information**

**Class Instruction and Activities**: Although the Course could be considered Self-paced; it is expected that each Student will read the weekly FAR reading assignments, in addition to participating in the weekly Forum Discussions and turning in the weekly Lesson Self-Assessments.

**Class Requirements**: Completion of the weekly assignments i.e., reading the FAR assignments; answering at least two Forum questions each week; and submitting your answer for the Self-Assessment question; and taking the Mid-term and Final exams.

**Evaluation Standards and Assessments**: See Communication and Student Response time below.

**Class Schedule**: **Week**

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| **1/25-1/31**  | **Lesson 1: Introduction to Contract Administration**Reading: FAR 42.2, 3, 5, & 6Learning Objectives: At the end of this unit, the student will be able to:1. Determine, which contract administration functions, must be delegated to a CAO.
2. Identify the contract administration issues raised by the contract requirements.
3. Identify the appropriate topics to be included in a post award orientation.
4. Know the functions of a corporate administrative contracting officer and recognize when one should be appointed.
5. Identify the program support functions that are normally assigned to a CAO.

Answer Topics questions in Forum; and turn in Self-Assessment for this Lesson. | *Suggested Time: 10 hrs.* |
| **2/1-2/7** | **Lesson 2: Disputes**Reading: FAR Part 33.2; 52.233-1 Learning Objectives: At the end of this unit, the student will be able to:1. Recognize the distinction between a request for an equitable adjustment and a claim.
2. Understand the disputes process as set forth in the Contract Disputes Act of 1978.
3. Identify the various forms of alternative disputes resolution (ADR) that are available to resolve contract disputes.

Answer Topics questions in Forum; and turn in Self-Assessment for this Lesson. | *Suggested time: 10 hrs.* |
| **2/8-2/14** | **Lesson 3. Contract Financing and Debt Collection**Reading: FAR 32 Subparts 1-6, 8 and 10. FAR 52.232-16, 17, 29 and 32.Learning Objectives: At the end of this unit, the student will be able to:1. Determine the procedures for administering cost based and performance based progress payments.
2. Identify the procedures for administering advance payments.
3. Assess the situation and apply the proper procedures for debt collection.

Answer Topics questions in Forum; and turn in Self-Assessment for this Lesson. | *Suggested time: 10 hrs.* |
| **2/15-2/21** | **Lesson 4. Subcontracting and Subcontracting with Small and Small Disadvantaged Businesses**Reading: FAR 44 and 19 subparts 7 and 12. FAR 52.244-2, 5, and 6. FAR 52.219-9, 10, 14 & 26.Learning Objectives: At the end of this unit, the student will be able to:1. Identify when subcontract consent is required and when such consent may be withheld.
2. Recognize notification requirements when a potential subcontract problem exists.
3. Identify remedies for noncompliance with a small business subcontracting plan.
4. Identify the rewards that are available to a contractor for exceeding its small business subcontracting goals.

Answer Topics questions in Forum; and turn in Self-Assessment for this Lesson | *Suggested time: 10 hrs.* |
| **2/22-2/28** | **Lesson 5. Changes**Reading: FAR Part 43, 52.243-1, 2, 3, 6 & 7.Learning Objectives: At the end of this unit, the student will be able to:1. Recognize the procedures for processing any modification.
2. Analyze a request to modify a contract.
3. Determine the impact of the proposed modification and consideration required, if any.
4. Define and recognize the consequences of a constructive change.
5. Recognize the significance of the term “within the general scope of the contract” in the Changes clauses.
6. Know what can be changed under the various Changes clauses.

Answer Topics questions in Forum; and turn in Self-Assessment for this Lesson. | *Suggested time: 10 hrs.* |
| **2/29-3/6** | **Lesson 6. Cost Principles and Cost Accounting Standards** Reading: FAR Part 30, and FAR Part 31 through 31.204. FAR 52.230-2, 3 and 6. Learning Objectives: At the end of this unit, the student will be able to:1. Identify the relationship between the cost principles and the CAS compliance.
2. Understand the significance and consequence of a CAS non-compliance.
3. Define the two types of CAS coverage and the distinctions between the two.
4. Identify and discuss the elements of cost allow ability
5. Determine the allow ability of a cost that is not discussed in the FAR.

Answer the Topics in the Forum; and turn in Self-Assessment for this Lesson.  | *Suggested time: 10 hrs* |
| **3/7-3/13** | **Lesson 7. Delays**Reading: FAR 52.249-8 & 14, 52.242-14, 15, and 17 Learning Objectives: At the end of this unit, the student will be able to:1. Define and recognize an excusable delay.
2. Identify the remedies and immunities available to a contractor when it experiences an excusable delay
3. Recognize the circumstances in which the Government is monetarily liable to a contractor for Government caused delays.

Answer the Topics questions in Forum; and turn in Self-Assessment for this Lesson. | *Estimated time: 10 hrs.* |
| **3/14-3/20** | **Lesson 8. Mid-term Examination**Review Lessons 1-7; and all Lesson Readings in the Resources Tab; and all Forum questions and answers; and Self Assessments Model Answers. | *Suggested time: 50 hrs.* |
| **3/21-3/27** | **Lesson 9. Property Management**Reading: FAR Part 45; 52.245-1, 2, & 9.Learning Objectives: At the end of this unit, the student will be able to:1. Recognize what constitutes an adequate property control system.
2. Determine the procedures for permitting a contractor to acquire or rent Government property.
3. Determine contractor liability for loss, damage, or destruction of Government property.
4. Identify the methods of disposing of Government property.

Answer the Topics questions in the Forum; and turn in Self-Assessment for this Lesson. | *Suggested time: 10 hrs.* |
| **3/28-4/3**  | **Lesson 10. Pricing of Adjustments**Reading: FAR 15.4; 42.17, 52.215-11, 13; 52.243-6 Learning Objectives: At the end of this unit, the student will be able to1. Describe the basic objective of pricing contract adjustments
2. State the fundamental formula for pricing contract adjustments
3. Identify the sources of information that should be used in pricing adjustments
4. Know the alternative procedures to pricing adjustments.

Answer the Topics questions in the Forum; and turn in Self-Assessments for this Lesson. | *Suggested time: 10 hrs.* |
| **4/4-4/10** | **Lesson11. Inspection, Acceptance, and Warranties (Quality Assurance)**Reading: FAR 9.3, 42.11, Part 46; 52.209-3 & 4, 52.246-2, 3, 4, 5 & 6.Learning Objectives: At the end of this unit, the student will be able to1. Identify appropriate remedies for a contractor's poor quality control on contracts
2. Identify the Government’s right to conduct inspections and tests at all reasonable times and places

3. Recognize the circumstances in which constructive acceptance may occur4. Identify the proper roles of engineering surveillance and production surveillance in quality assurance.Answer the Topics questions in the Forum; and turn in Self Assessment for this Lesson. | *Suggested time: 10 hrs.* |
| **4/11-4/17** | **Lesson 12. Default Termination**Reading: FAR Subparts 49.1 & 4; 52.249-6 & 8. Learning Objectives: At the end of this unit, the student will be able to:1. Identify the circumstances that permit a default termination
2. Identify the factors that should be considered before terminating a contract for default
3. Recognize the procedures that are required to be followed when terminating a contract for default
4. Identify the Government’s further remedies when a contract is default terminated.
5. Recognize the contractor’s remedies for an improper default termination.

Answer the Topics questions in the Forum; and turn in Self-Assessment for this Lesson.  | *Suggested time: 10 hrs.* |
| **4/18-4/24** | **Lesson 13. Termination for Convenience**Reading: FAR Subparts 49.2 & 3; 52.249-1, 2, 4 & 6.Learning Objectives: At the end of this unit, the student will be able to:1. Know the standard for terminating a contract for convenience;
2. Know how to administer a terminated contract; and
3. Identify the contractor’s obligations following a termination.

Answer the Topics questions in the Forum; and turn in Self-Assessment for this Lesson. | *Estimated time: 10 hrs.* |
| **4/25-4/30** | **Lesson 14. Payment and Closeout** Reading: FAR 4.804, 42.708, 42.15, 52.216-7, 52.216-16, 52.232-7, 52.232-20, 52.232-22, and 52.232-25 Learning Objectives: At the end of this unit, the student will be able to:Recognize what constitutes an invoice payment for Prompt Payment Act purposes: 1. Understand the procedures for making payments under cost reimbursement, firm fixed price, and fixed price incentive and time-and-materials contracts.
2. Determine the procedures for making payments based on cost.
3. Choose an appropriate course of action when a contractor is approaching or has exceeded a cost or funding limit.
4. Recognize the types of price or fee adjustments.
5. Determine when a contract is a candidate for closeout.
6. Identify the circumstances prohibiting contract closeout.
7. Recognize what is necessary to resolve issues prohibiting closeout.
8. Determine if quick closeout procedures are appropriate in a particular case.

Answer the Topics questions in the Forum; and turn in Self-Assessment for this Lesson.  | *Estimated time: 10 hrs.* |
| **4/25-4/30** | **Lesson 15. Final Examination** Review Lessons 9-14; review all Lesson readings in the Resources Tab, review all Forums questions and answers, and review all Self Assessments Model Answers. | *Estimated time: 10 hrs.* |

**Communication & Student Response Time:**

**Assignments:**

* Forums: Each Forum is worth 40 points, active student participation by answering at least two topic questions in each Forum is expected;
* Self-Assessments: Each Self-Assessment is worth 25 points by answering the Self-Assessment question;
* Exams: Each Exam is worth 150 points.
* Total Available Points are 1210 points. This number of points may be exceeded by Extra Credit assigned by the Instructor, and earned by the Student.
* Note 1: Extra Credit projects are available = 200 points each project.
* Note 2: Each of the Assignments will use the same grading rubric as set forth for the Course.

**Resources:** The instructor will communicate with Class members through weekly messages, and at other times, as appropriate, using one or more of the following tools in UVaCollab: Course Announcements;

Discussion Forums; Course e-mails; Commercial e-mails; Virtual office hours. I expect that each Student will comply with the Universities e-mail policy (see herein). Further, the instructor will respond to all students’ communications within 24 hours of receipt; the student will do the same.

**Grading:** A = 1100 Pts and above

 B = 1000 – 1099 Pts

 C = 900 – 999 Pts

 D = 800 – 899 Pts

 F = 799 Pts and below

**Technical Specifications: Computer Hardware**

* Minimum Operating System
	+ Windows 7 SP1 (Professional preferred)
	+ Mac OS X 10.8 or 10.9
* Minimum Processor Speed: Equivalent to an Intel Core 2 Duo (1.5 GHz)
* Minimum RAM: 4 GB
* Minimum Hard Disk Space: 150 GB of free hard disk space (after all programs are loaded)
* Networking Capability: Wireless networking (802.11g or n) and an Ethernet port
* Strongly Recommended Accessories:
	+ An Ethernet cable (Even if you will primarily use wireless, a wired connection is faster and more reliable for video-streaming, live online meetings and large file uploads and downloads.)
	+ A power surge protector
	+ CD/DVD drive and/or “thumb” or flash drive(s), plus a backup storage mechanism

**Technical Support Contacts**

* Login/Password: scpshelpdesk@virginia.edu
* UVaCollab: collab-support@virginia.edu
* BbCollaborate Support: <http://www.tinyurl.com/uvabbc>

**UVa Policies**

**SCPS Grading Policies:** Courses carrying a School of Continuing and Professional Studies subject area use the following grading system: A+, A, A-; B+, B, B-; C+, C, C-; D+, D, D-; F.  S (satisfactory) and U (unsatisfactory) are used for some course offerings. For noncredit courses, the grade notation is N (no credit). Students who audit courses receive the designation AU (audit). The symbol W is used when a student officially drops a course before its completion or if the student withdraws from an academic program of the University. Please visit [www.scps.virginia.edu/audience/students/grades](file:///C%3A%5CUsers%5Cjmp6y%5CDownloads%5Cwww.scps.virginia.edu%5Caudience%5Cstudents%5Cgrades) for more information.

**Attendance**: Students are expected to attend all class sessions. Instructors establish attendance and participation requirements for each of their courses. Class requirements, regardless of delivery mode, are not waived due to a student's absence from class. Instructors will require students to make up any missed coursework and may deny credit to any student whose absences are excessive. Instructors must keep an attendance record for each student enrolled in the course to document attendance and participation in the class.

**University Email Policies:** Students are expected to check their official UVa email addresses on a frequent and consistent basis to remain informed of University communications, as certain communications may be time sensitive. Students who fail to check their email on a regular basis are responsible for any resulting consequences.

**End-of-Class Evaluations:** Students are expected to complete the online end-of-class evaluation. As the semester comes to a close, students will receive an email with instructions for completing this. Student feedback will be very valuable to the school, the instructor, and future students. We ask that all students please complete these evaluations in a timely manner. Please be assured that the information you submit online will be anonymous and kept confidential.

**University of Virginia Honor System:** All work should be pledged in the spirit of the Honor System at the University of Virginia.The instructor will indicate which assignments and activities are to be done individually and which permit collaboration. The following pledge should be written out at the end of all quizzes, examinations, individual assignments and papers: “I pledge that I have neither given nor received help on this examination (quiz, assignment, etc.)”. The student must sign the pledge. For more information, visit [www.virginia.edu/honor](http://www.virginia.edu/honor).

**Special Needs:** It is the policy of the University of Virginia to accommodate students with disabilities in accordance with federal and state laws. Any SCPS student with a disability who needs accommodation (e.g., in arrangements for seating, extended time for examinations, or note taking, etc.),should contact the Student Disability Access Center (SDAC) and provide them with appropriate medical or psychological documentation of his/her condition. Once accommodations are approved, it is the student’s responsibility to follow up with the instructor about logistics and implementation of accommodations. Accommodations for test taking should be arranged at least 14 business days in advance of the date of the test(s). Students with disabilities are encouraged to contact the SDAC*:* 434-243-5180/Voice, 434-465-6579/Video Phone, 434-243-5188/Fax. Further policies and statements are available at[www.virginia.edu/studenthealth/sdac/sdac.html](file:///C%3A%5CUsers%5Cjmp6y%5CDownloads%5Cwww.virginia.edu%5Cstudenthealth%5Csdac%5Csdac.html)

For further policies and statements about student rights and responsibilities, please visit [www.scps.virginia.edu/audience/students](file:///C%3A%5CUsers%5Cjmp6y%5CDownloads%5Cwww.scps.virginia.edu%5Caudience%5Cstudents)