



Syllabus/Class Overview Template Required Components

General Class Information

Instructor Name and Contact Information: John N. Ford, texlaw70@aol.com (preferred),
jf3n@virginia.edu

Subject Area and Catalog Number: Certificate Program in Procurement and Contracts
Management Contracting by Negotiation, PC 5100

Year and Term: Summer 2017

Class Title: Advanced Contracting by Negotiation

Level (Graduate or Undergraduate): Graduate

Credit Type: 3 credits

Class Description (Use the SIS 400 characters from catalog description): The purpose of this course is to provide students with a detailed explanation of contracting by the negotiation method as provided in the current Federal Acquisition Regulation (FAR) Part 15. It provides for an intensive review of policy and procedures in contracting by negotiation. Prerequisite: PC 4010 or equivalent.

Required Text (Include ISBN, specific edition): Formation of Government Contracts, 4th Edition, by Cibinic, Nash, and Yukins (ISBN 978-0-8080-2442-2). The Federal Acquisition Regulation is available online at <http://farsite.hill.af.mil>. (Students that already own the 3rd Edition should contact the instructor about using that edition.) Readings from other online sources may be assigned periodically.

Learning Outcomes: Upon completion of this course, students will be able to:

- Understand the organization promulgation, maintenance and applicability of the FAR
- Understand the FAR conventions
- Understand who can act for the government in regard to contracting
- Understand basic negotiation procedures
- Understand special negotiation procedures
- Understand types of contracts that can be used in negotiated procurements

Assessment Components: Web-based consisting of reading assignments and threaded discussions. A mid-term and final exam will be required. Exams are found under the tests and quizzes tab at the course website. They are not cumulative. The final will only cover material we have discussed since the mid-term. All exams are open book, i.e., you may use any notes you have taken, the FAR and the threaded discussions to assist you in answering questions. The Honor Code applies to all exams. Under the Honor Code, the answers a student provides in response to an exam

must be the student's own work and not be the product of any unauthorized assistance or collaboration with any other person. A violation of the honor Code will result in disciplinary action against the offending student(s), including possible removal from the program. Similarly, the Honor Code prohibits students from providing unauthorized assistance to other students in regard to work covered by the Honor Code.

Delivery Mode Expectations (Classroom/Internet and Web-based classes, specify any live (synchronous) meetings, dates, times, and location of delivery): Web-Based Course with weekly assignments due (asynchronous). There will be no in person class meetings.

I recognize that you are adults and have other responsibilities. Therefore, I realize that the time that you can devote to this course may be impacted by events beyond your control. Nevertheless, while you are free to work on the course at your own pace, you will still be expected to meet the participation requirements for the course. Further, you are expected to take the exams, at the times they are posted. This means that your pace cannot fall behind the times scheduled for exams. In this regard, each exam will be posted for one week.

I will facilitate threaded discussions on each unit. The threaded discussions are to be conducted at your own pace. However, I suggest that you try to cover one unit each week that way you will be "on track" to take the exams. Further, you are expected to meet the general participation requirements for this course. To meet your participation requirements for this course, you must make a minimum of two substantive posts for each discussion. By substantive, I mean something that adds value to the discussion and consists of something more than "I agree" or that merely repeats what someone else has already stated.

The course will be taught primarily through threaded discussions. These can be found under the Discussion Board tab at the course site. Because we have students take this course from all over the world (I have had students enrolled in UVa procurement courses from as far away as Korea) it is not feasible to have a set time or day for discussions to take place. Further, such practice tends to defeat the flexibility online courses are intended to provide. Therefore, I check the discussions several times a day to make my comments. I suggest that you do the same. During threaded discussions, everyone is to treat everyone else with respect. There is no such thing as a dumb statement. Remember sometimes things are said merely to stimulate a reaction. Therefore, you should react intellectually, not emotionally, to each statement.

Class Specific Information

Class Instruction and Activities: Instructions for accessing the course:

1. Go to [HTTP://www.scps.virginia.edu/getonline.htm](http://www.scps.virginia.edu/getonline.htm)
2. Under UVACOLLAB, click on "Login to UVa Collab:
3. Login using your computing ID and password
4. Click on the course site name – PC 510 Summer 2017

The class syllabus, resources, assignments and end of semester evaluations will be accessible through UVA Collab.

Instruction will be provided in the form of threaded discussions. For each unit (lesson), I will post a series of questions. Unless a question is asked of a specific student, anyone may

answer. I have also posted required readings for each lesson. It is strongly suggested that you read these before answering questions in the threaded discussions.

Class Requirements: Please note that class participation makes up 10% of our overall class grade. Therefore, I encourage everyone to participate vigorously in the threaded discussions found in the forum tab at the course website. To meet the class participation requirement, you must make at least two substantive posts to each lesson. By substantive, I mean posts that add to the discussion and do not merely repeat what someone else has said.

Evaluation Standards and Assessments: The grading for this course is compute on a weighted average. The mid-term counts 40%, the final exam 50% and class participation counts 10%. Class participation can be a “make or break” factor in determining whether you make a higher or lower grade. Therefore, it is imperative that you participate in the threaded discussions

Final grades will be available in the student information system as soon as possible after the course ends, hopefully within a week.

Class Schedule: May 15, 2017 through August 4, 2017.

Lesson 1: Structure, Promulgation, Maintenance and Applicability of the Federal Acquisition Regulation System

Readings: Title 41 of the United States Code (USC) sections 101, 103, 104, 106, 107, 109-111, 113, 115, 116, 131-133, 152, 1121, 1302, 1303, 1707 and 1901. The USC can be found at (<https://www.law.cornell.edu/uscode/text/41>) (the preferred site) or (<http://uscode.house.gov/>) FAR Part 1 Sections 101,102, 102-2, 102-4, 104, 108, 109, 201-1, 201-2,303, 401-404,602-1, 602-1, 603-3, and 604.

Lesson 2 Text Chapter 2 – Contract Formation Principles

Lesson 3: Text Chapter 3 – Acquisition Planning Except Section V Part A

FAR Subpart 7.1, Subparts 6.1-6.3, Part 10, FAR 8.002 to .004, FAR Subpart 5.2, Subpart 4.11, FAR 19.202-2, 19.203 19.502-1 & 2.

Lesson 4: Text Chapter 3, Section V Part A

FAR Part 11, Requirements Documents

Lesson 5: Contracting for Services, Text Chapter 11 Part V, Sections B-D, FAR Subpart 22.10, Subparts 7.5 and 9.5, FAR 16.504(c)(2), Subparts 37.1, 37.2, and 37.6

Lesson 6: Text Chapter 4 - Contractor Qualifications and Chapter 11 Part I.

FAR 9.104, Subpart 9.5

Lesson 7: Mid-term Exam

Lesson 8: Text Chapter 6 – Basic Negotiation Procedures Chapter 7 Part II

FAR 15.204, 41 USC 1126 and 1709

Lesson 9: Text Chapter 7 Part I, Chapter 9 – Types of Contracts

FAR Part 16

Lesson 10: Text Chapter 10 – Contract Pricing

Lesson 11: Text Chapter 12 – Contract Award Controversies

GAO Bid Protest Regulations <http://www.gao.gov/legal/bid-protest-regulations/about>

Lesson 12: Final Exam

Communication & Student Response Time: I will communicate with the class several times weekly using one or more of the following tools in UVACollab

- Announcements
- Discussion forum
- Course (class) e-mail

If you contact me by e-mail, I will make every effort to respond to you in some form within 24 hours.

Assignments: All assignments and threaded discussion prompts will be posted in UVACollab at the course site for student reference.

Resources: I will upload any necessary resources for all course materials or provide information on how to access such material.

Grading: Grading will be on a scale of 89.5+ =A; 79.5-89.4=B, etc. For those of you who are “on the bubble” for a higher grade, I do permit you to do extra credit projects. These usually consist of research papers on any topic having to do with contract law, such as a critique of a board, court or GAO decision. Such projects must be in no later than two weeks after the course ends and should be at least 10 double spaced typewritten pages using Times New Roman 12 font. Such a project cannot hurt you. In other words, it will not lower your grade.

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 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 pledge must be signed by the student. For more information, visit 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

For further policies and statements about student rights and responsibilities, please visit www.scps.virginia.edu/audience/students