The University of Virginia

School of Continuing and Professional Studies

Northern Virginia Center

Course Syllabus

Fall 2014

Sep. 2, 2014 through Dec. 13, 2014

**PC 4020: CONTRACT ADMINISTRATION**

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| **Instructor:** | Joseph Harrison |
| **E-mail:** | Jolter60@gmail.com  (Students may contact the Instructor by the Course Message function or through e-mail) |
| **Prerequisite:** | PC 4010 or equivalent |
| **Credits:** | 3 undergraduate credits |
| **Available Online:** | Sep. 2 through Dec. 13, 2014, 24/7 asynchronous |
| **Schedule Number:** |  |
| **Technical Support:** | * Email to: [idtteam@virginia.edu](mailto:idtteam@virginia.edu) * Login/Password: [scpshelpdesk@virginia.edu](mailto:scpshelpdesk@virginia.edu) * UVaCollab: [idtteam@virginia.edu](mailto:idtteam@virginia.edu) and/or [collab-support@virginia.edu](mailto:collab-support@virginia.edu) * Elluminate Live: [idtteam@virginia.edu](mailto:idtteam@virginia.edu) * Instructional Design and Technology Enhanced Learning for course design and development: [idtteam@virginia.edu](mailto:idtteam@virginia.edu) |
| **Website:** | * UVA Collab: <https://collab.itc.virginia.edu/portal> |
| **Student Technical Requirements:** | * UVa Computing IDs and Passwords * Internet Explorer (7.0 or above) **or** * Mozilla Firefox Headset/Mic: Recommended Logitech Headset with USB |
| **Instructional Materials:**  **FAR website:** | * Federal Acquisition Regulation (FAR)<http://farsite.hill.af.mil/vffara.htm> (links directly to FAR Parts) * <http://gsa.gov> (links to the FAR Parts) |
| **Course (Class) Evaluations** | Course evaluations are now distributed online and will be emailed to Students prior to the end of the semester. Students will be notified when course evaluations are available and are encouraged to complete them. |
| **ONLINE COURSE (CLASS) INSTRUCTION AND TOOLS IN UVACOLLAB** | |
| **Course (Class) Instruction** | UVaCollab Site name and instructions for accessing the course  Collab Log In**:**   1. Go to: [http://www.scps.virginia.edu/getonline.htm](http://www.scps.virginia.edu/getonline.htm" \t "_blank) 2. Under **UvaCollab**, click on “Log in to UVa Collab” 3. Log in using your Computing ID and Password 4. Click on the course site name – 14F PC 4020-701 (SCPS)   The class syllabus, resources, assignments, and end of semester evaluations will be accessible through UVaCollab. |
| **Communication** | The Instructor will communicate with the class several times weekly using one or more of the following Tools in UVaCollab:   * Announcements * Discussion Board/Discussion Forum * Course (Class) Email * Virtual Office Hours * Commercial E-Mail |
| **Assignments** | All Assignments and Threaded Discussion prompts will be posted in UVaCollab for student reference. |
| **Resources** | The Instructor will upload any necessary Resources for all course materials. |
| **Course Description** | This course covers enforcement of contract terms, early recognition of cost overruns; contract adjustments; delays; change orders; disputes, claims and appeals; contract financing and payments; terminations; production surveillance; quality assurance; and closeout. |
| **Methodology** | 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. In this regard, please give me advanced notice as to the reasons you may miss a requirement. However, 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 on the net. This means that you cannot fall behind the times scheduled for exams. In this regard, each exam will be posted for one week.  Each unit of instruction (Lesson/unit) will contain learning objectives and pose questions you should be able to answer so as to indicate that you have achieved those learning objectives. Those questions can be found under the Assignments tab.  The course will be taught primarily through threaded discussions; these can be found under the Forums tab at the course site. I will facilitate the Forum’s threaded discussions on each Lesson/Unit. The threaded discussions, which coincide with a Lesson/Unit, are to be conducted during the weeklong period for each Lesson/Unit. You are expected to meet the participation requirements for this course through making a minimum of two substantive posts for each lesson/unit, not each topic under each lesson. 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.  During threaded discussions, everyone is to treat everyone else with courtesy and respect. For this course, there are no dumb questions nor dumb ideas or dumb statements. Remember, sometimes things are said merely to stimulate a reaction. Therefore, you should react intellectually, not emotionally, to each statement.  At the end of each unit you will find a Self Assessment. This is a tool for you to use to see how well you have grasped the material in each unit. Once you have completed an Assessment, send your answers to me. I will respond to you with the Model Answers. I will then post your points for each Self Assessment in the grade book. SAVE the questions and the Model Answers, as these will assist you in taking the Exams. |
| **Exams** | Exams ( including a Practice Exam) 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 the lecture materials, any notes you have taken, the FAR, the threaded discussions and self assessments Model Answers 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 question must be the Student's own work and not be the product of any unauthorized assistance or collaboration with any other Student in the course. 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 the Course in regard to work covered by the Honor Code. |
| **Course Objectives** | At the completion of this course you will understand what basic functions are included in the contract administration process. In addition, you will know and be able to apply contract administration principles as they relate to specified post award actions. |
| **Grading** | The grading for this course is computed on a points earned basis. The mid-term and the final exams count 132 points each; class participation, I.e., Forum Participation, counts 400 points, and the self assessments count 350 points. As I have stated earlier, you satisfy the class participation requirement through your participation in the Forum’s threaded discussions. To satisfy this requirement, you must make at least two substantive posts to the threaded discussion for each lesson. That does not mean you have to make two substantive posts to each thread in a lesson. By substantive post, I mean a post that adds value to the discussion, not one that repeats what has already been said or that merely states “I agree” or words to that effect. 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.  The Self Assessments for each Lesson/Unit are another “make or break” factor in determining whether you make a HIGHER OR LOWER GRADE. They are tools for you to see how you are doing in the course and will help you in answering the Exam questions. I also look at them to see if you are grasping the concepts that we are studying.  Final grades will be available in the Student Information System as soon as possible after the course ends, hopefully within a week.  Grading will be on a points scale of 900 points or above = A; 800--899 = B; 700--799 = C; 600-699 = D; 599 and below = F. 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 one week before the course ends and should be at least 5 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. |

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| **ONLINE COURSE (CLASS) SEQUENCE** | | |
| **Week #** | **Lesson Focus** | | |
| 2-7 Sep | Unit 1: Introduction to contract administration.  Reading: FAR 42.2, 3, 5, & 6  Learning 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. | *Suggested Time: 10 hrs.* | |
| 8-14 Sep | Unit 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. | *Suggested time: 10 hrs.* | |
| 15-21 Sep | Unit 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. | *Suggested time: 10 hrs.* | |
| 22-28 Sep | Unit 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. | *Suggested time: 10 hrs.* | |
| 29 Sep-5Oct | Unit 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. | *Suggested time: 10 hrs.* | |
| 6-12 Oct | Unit 6. Cost Principles and Cost Accounting Standards: 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.  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 allowability 5. Determine the allowability of a cost that is not discussed in the FAR | *Suggested time: 10 hrs* | |
| 13-19 Oct | Unit 7. Delays: 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. | *Estimated time: 10 hrs.* | |
| 20-26 Oct | Unit 8. Mid-term | *Suggested time: 10 hrs.* | |
| 27 Oct-  2 Nov | Unit 9. Property Management: 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. | *Suggested time: 10 hrs.* | |
| 3-9 Nov | Unit 10. Pricing of Adjustments: 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 to  1. 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. | *Suggested time: 10 hrs.* | |
| 10-16 Nov | Unit 11. Inspection, Acceptance, and Warranties (Quality Assurance): 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 to  1. 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 occur  4. Identify the proper roles of engineering surveillance and production surveillance in quality assurance. | *Suggested time: 10 hrs.* | |
| 17-23 Nov | Unit 12. Default Termination: 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. | *Suggested time: 10 hrs.* | |
| 24-30 Nov | Unit 13. Termination for Convenience: 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  3. Identify the contractor’s obligations following a termination | *Estimated time: 10 hrs.* | |
| 1-7 Dec  8-13 Dec | Unit 14. Payment and Closeout: 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, 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.  Final Exam | *Estimated time: 10 hrs.* | |
| Total contact time: Estimated 140 hrs. | | | |

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| Grading rubric | A=900 Pts and above  B=800 -899 Pts  C= 700-799 Pts  D=600-699 Pts  F=599 Pts and below |

**12. Purpose Statement:** The central purpose of the University of Virginia is to enrich the mind by stimulating and sustaining a spirit of free inquiry directed to understanding the nature of the universe and the role of mankind in it. Activities designed to quicken, discipline, and enlarge the intellectual and creative capacities, as well as the aesthetic and ethical awareness, of the members of the University and to record, preserve, and disseminate the results of intellectual discovery and creative endeavor serve this purpose. In fulfilling it, the University places the highest priority on achieving eminence as a center of higher learning.

**13. Content and Discourse in Professional Education Courses (Classes):** Students are expected to discuss issues respectfully and to honor differing points of view. The University and its School of Continuing and Professional Studies do not discriminate in any of their programs, procedures, or practices against any person on the basis of age, citizenship, color, handicap, national origin, political affiliation, race, religion, sex, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era. The University operates equal opportunity and affirmative action programs for faculty, staff, and students. The University of Virginia is an Equal Opportunity/Affirmative Action Employer. Any applicant for admission or employment, or any student who feels discriminated against should contact the University’s Office of Equal Opportunity Programs (EOP) at Poe Alley, West Lawn, Charlottesville, Virginia 22903.

**14. University of Virginia Honor Code:** All work should be pledged in the spirit of the Honor System of 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 should be signed by the student. Students should refer to the University Graduate Record (pages 36 & 37) for more information concerning the Honor Code.

**15. Special Needs:** If you are a student with special needs you should let the instructor know within the first week of class. Written documentation will be required. You should also visit the following website to review your rights and responsibilities as a student (<http://www.virginia.edu/vpsa/rights.html>) and the following website for the Learning Needs and Evaluation Center (<http://www.virginia.edu/studenthealth/lnec/>).

16. **FERPA**

Academic Policy

–<http://www.virginia.edu/registrar/privacy.html>

Family Educational Rights & Privacy Act (FERPA)

Annual Notification

Students attending, or who have attended, the University of Virginia are given certain rights under the Family Educational Rights and Privacy Act of 1974 as amended (20 U.S.C. 1232g) and Rules of the Department of Education (34 C.F.R. Part 99) implementing this Act.