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**Course Syllabus - PC 4220 - Contractor’s Perspective to Federal Government Contracting**

**Class Number 21244**

**Fall 2015**

**General Class Information**

**Instructor Name and Contact Information:** Matt Mazgajewski

[mlm4en@virginia.edu](mailto:mlm4en@virginia.edu)

850-305-9128

**Subject Area and Catalog Number:** Certificate Program in Procurement and Contracts Management

**Year and Term:** Fall 2015 (August 25, 2015 through December 5, 2015)

**Class Title:** PC 4220 - Contractor’s Perspective to Federal Government Contracting

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

**Credit Type:** 3 credits

**Class Description (Use the SIS 400 characters from catalog description):** Covers marketing and sales, pre-RFP work, RFP analysis, technical proposal preparation management and cost proposal preparation, government site visits, audits, negotiations, contract start-up, performance, and contract shut-down.

**Required Text (Include ISBN, specific edition):** The student can purchase the course materials from the author. Please send a check for $75, course number and your return address to:

Dr. Mary Ann Wangemann

44203 Chatham Way

Ashburn, VA 20147

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

1. Understand the basic federal contract management theory and principles
2. Understand how strategic planning and marketing sets the stage for good contracts
3. Know the parts of a proposal and how they are to be completed
4. Learn the steps the prime contractor and government go through as part of after proposal submission activities
5. Understand how the government and prime contractor start up, perform and shut down a subcontract
6. Become familiar with the stages of subcontract development and administration
7. Understand program and contract management best practices, trends, and federal government considerations
8. Become familiar with the ethical implications of contracting

**Assessment Components:** Web-based consisting of reading assignments, threaded discussions, and online chats. A mid-term and final exam will be required along with an individual project.

**Delivery Mode Expectations (Classroom/Internet and Web-based classes, specify any live (synchronous) meetings, dates, times, and location of delivery):** The course will be taught in an online classroom format. The course will be broken down into modules each lasting at least one week. Students will be expected to read the textbook material for that module and respond to the threaded discussion questions posted each week.

There are several activities designed to meet the course objectives:

•Weekly lectures will be provided in the course materials to cover key aspects of the topic.

•Students will have an opportunity to demonstrate their skills and interests in the subject matter through an individual project.

•Students will be assessed on mastery of the subject matter through an open book midterm and final exam.

**Class Specific Information**

**Class Instruction and Activities:** UVA Collab: <https://collab.itc.virginia.edu/portal>

**Class Requirements:**

Each student is responsible for the text and lecture material, including any other material furnished in class.

100 points are available for this course. The following grade assessment points are assigned for this course:

a) Mid-term examination = 25 Points

b) Final comprehensive examination = 25 Points

c) Class participation = 28 points

d) Individual Project = 22 points

The midterm will be a short answer open book exam which covers the first half of the course.

The final will be an open book multiple choice and true/false exam which covers the second half of the course.

Class participation, in the form of class discussion, activities, and sharing of practical experiences in contract and program management, is expected weekly throughout the course.

The individual project will be described during the second week of class.

A student who is late turning-in any requirement of this Course will receive a one (1) grade reduction, provided the student has not made previous arrangements with the Professor.

Any student who cannot participate in the course for a period greater than 2 weeks shall notify the professor in advance. Failure to do so will result in the reduction of points assigned to both the class participation and points as set forth above.

**Evaluation Standards and Assessments:**

A+ = 97 – 100 % A = 94 – 97 % A- = 90 – 94 %

B+ = 87 – 90 % B = 84 – 87 % B- = 80 – 84 %

C+ = 77 – 80 % C = 74 – 77 % C- = 70 – 74 %

D+ = 67 – 80 % D = 64 – 67 % D- = 60 – 64 %

F = 0 – 60 %

To avoid any omissions, the upper limit of a range must be equal to the lower limit of the range directly above. Thus, a range of 80 to 90 includes all grades up to, but not including 90. The highest range does, however, include 100%.

Extra credit may be available.

**Class Schedule:** May 18 – August 7, 2015

**Communication & Student Response Time:** The instructor will communicate weekly using at least one of the following Tools in UVaCollab:

* Announcements
* Discussion Board
* Online chat sessions
* The class syllabus, resources, assignments, and end of semester evaluations will be accessible through UVaCollab starting on the first day of calls.
* This class will use announcements, online class materials, and discussion boards for communication. Individual emails will be keep to a minimum.
* Contact hours will be met by using discussion board.

Communication to the professor via email to [mlm4en@virginia.edu](mailto:mlm4en@virginia.edu) is the preferred method for communication. Responses will generally be within 24 hours. Communication to the students generally will be by announcements and private messages in UVaCollab.

**Assignments:**

**Week 1 Government Marketplace Chapters 1-4**

**Terms**

**Federal Process**

**Contractor Process**

**Week 2 Determine the Direction Chapters 5-8**

**Electronic Commerce**

**Corporate Organization**

**Develop a Plan**

**Week 3 Overview of Marketing Chapters 9-12**

**Marketing Plans**

**Marketing Information**

**Past Performance**

**Week 4 Analyze the RFP Chapters 13-15 Shaping the Procurement**

**External Team Selection**

**Week 5 Develop a B&P Budget Chapters 16-18**

**Understand the Competition**

**Bid Decision Process**

**Week 6 Select a Proposal Team Chapters 19-21**

**Develop a Proposal Plan**

**Define Proposal Milestones**

**Week 7 Midterm**

**Technical Volume Chapters 22-27**

**Management Volume**

**Price Volume**

**Contracts Volume**

**Executive Summary**

**Oral Proposals**

**Week 8 Proposal Review and Delivery Process Chapters 28-30**

**Finalize Solution and Manage Change**

**Produce and Deliver the Proposal**

**Week 9 Respond to CRs, DRs, and Amendments Chapters 31-36**

**Conduct LTD**

**Develop a Competitive Target**

**Site Visits**

**Discussions**

**Prepare and Submit FPR**

**Week 10 Contract Startup Planning Chapter 37-39**

**Notice of Award**

**Subcontracts**

**Week 11 Phases of Contract Chapters 40-43**

**Plans**

**Prime Contract**

**Contract Organization**

**Week 12 Customer Relationship Chapters 44-47**

**Contract Core Team Members**

**Internal Support Team Members**

**Subcontractors**

**Week 13 Training Chapters 48-52**

**Communications**

**Deliverables, Information and Procedures**

**Financial Management**

**Marketing**

**Week 14 Facilities, Technology and Equipment Chapters 53-57**

**Audits**

**After Contract Award Proposals**

**Changes**

**Risk Management**

**Project Due**

**Final Exam Due**

**Resources:** Instructor provided materials will be available in the course materials online.

**Grading:** The UVaCollab Gradebook will be used.

**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

**Computer Software**

* Presentation Software, e.g., PowerPoint or KeyNote

**Technical Support Contacts**

* Login/Password: [scpshelpdesk@virginia.edu](mailto:scpshelpdesk@virginia.edu)
* UVaCollab: [collab-support@virginia.edu](mailto: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:\Users\jmp6y\Downloads\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](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:\Users\jmp6y\Downloads\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](file:///C:\Users\jmp6y\Downloads\www.scps.virginia.edu\audience\students)