



## PC 5010: Procurement & Contracting Principles and Administration

### *Syllabus*

Spring 2016

Online Course, 14 Sessions

January 25<sup>th</sup>–April 30<sup>th</sup>

- 1. Course Title:** Procurement & Contracting Principles & Administration
- 2. Instructor Information:** Dr. John R. McCarthy, [jrm4um@virginia.edu](mailto:jrm4um@virginia.edu). 912-604-6224
- 3. Course (Class) Dates and Times:** Online Course *Begins*- 01/25/16; *Ends*- 04/30/16
- 4. Course (Class) Prerequisites** PC 4010 and PC 4020 or equivalent.
- 5. Course (Class) Description:** This course is designed to cover the practical technical, business, and contractual issues that the government deals with in establishing and managing a federal contract.

#### **6. Course (Class) Objectives:**

Upon completion of the course, the student will:

- Understand the history of regulations and how they impact procurement and contracting today
- Understand the roles of federal contracting professionals and contract fundamentals
- Know the federal acquisition process
- Learn how the government plans for an acquisition
- Understand how the government provides pre-award technical assistance
- Become familiar with the stages of contract administration
- Review how the government monitors, inspects and accepts contractor work
- Understand how the government administers the contract
- Review how the government terminates and closes a contract

**7. Textbooks/Readings/Other Materials:** The textbook is available from the author, Dr. Mary Ann Wangemann, University of Virginia. Please mail a check for \$50 (include course number and return address) to:

Dr. Mary Ann Wangemann  
44203 Chatham Way  
Ashburn, VA 20147

#### **8. Course (Class) Methodology Online Courses:**

The course will be taught in an online format. The course will be broken down into 14 modules each lasting at least one week. Students will be expected to read the material for that module participate in online discussions and complete the assignments.

<b>UVaCOLLAB COURSE (CLASS) SITE</b>	
<b>Class Site</b>	The class site will contain the: Course Syllabus Places to post lecture materials/notes Reply to course discussion questions/ posts
<b>ONLINE COURSE (CLASS) INSTRUCTION AND TOOLS IN UVACOLLAB</b>	
<b>Course (Class) Instruction</b>	There will be a course site set up in UVACollab. <ul style="list-style-type: none"> <li>The Collab site will be used as the repository for all the work created throughout the course.</li> </ul>
<b>Communication</b>	To ensure clear communication, the instructor will communicate using the following Tools in UVaCollab and UVA Outlook E-mail: <ul style="list-style-type: none"> <li>Announcements</li> <li>Discussion Board</li> <li>Course (Class) Email</li> </ul>
<b>Assignments</b>	Assignments will be posted in UVaCollab for student's reference.
<b>Resources</b>	All resources will be uploaded into UVACollab except the Course Materials which will be procured by the student, directly from the author.
<b>COURSE (CLASS) ADMINISTRATION</b>	
<b>Grades</b>	Students will be provided regular point totals/grade updates from the instructor, directly to their UVA e-mail accounts.
<b>Course (Class) Evaluations</b>	<b>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.</b>
<b>Technical Support Contacts</b>	Contact and support information: <ul style="list-style-type: none"> <li>✓ <b>Login/Password:</b> <a href="mailto:scpshelpdesk@virginia.edu">scpshelpdesk@virginia.edu</a></li> <li>✓ <b>UVaCollab:</b> <a href="mailto:idtteam@virginia.edu">idtteam@virginia.edu</a> and/or <a href="mailto:collab-support@virginia.edu">collab-support@virginia.edu</a></li> <li>✓ <b>Illuminate Live:</b> <a href="mailto:idtteam@virginia.edu">idtteam@virginia.edu</a></li> <li>✓ <b>Instructional Design and Technology Enhanced Learning for course design and development:</b> <a href="mailto:idtteam@virginia.edu">idtteam@virginia.edu</a></li> </ul>
<b>Technical Requirements</b>	Technical Specifications- Computer Hardware: Minimum Operating System: <ul style="list-style-type: none"> <li>Windows 7 SP1 (Professional preferred)</li> <li>Mac OS X 10.8 or 10.9</li> <li>Minimum Processor Speed: Equivalent to an Intel Core 2 Duo (1.5 GHz)</li> <li>Minimum RAM: 4 GB</li> <li>Minimum Hard Disk Space: 150 GB of free hard disk space (after all programs are loaded)</li> <li>Networking Capability: Wireless networking (802.11g or n) and an Ethernet port</li> <li>Strongly Recommended Accessories: <ul style="list-style-type: none"> <li>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</li> </ul> </li> </ul>

	<p>downloads.)</p> <ul style="list-style-type: none"> <li>• A power surge protector</li> <li>• CD/DVD drive and/or “thumb” or flash drive(s), plus a backup storage mechanism</li> </ul>
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**9. Course (Class) Sequence:** Session breakdown of the course content. See following page.

**10. Course (Class) Requirements:** Students are expected to login and participate in the course every week. Students are expected to actively engage individually and in the teams (if any) to which they are assigned.

**11. Evaluation Standards:**

*A total of 100 points are available for this course. The following grade assessment points are assigned for this course:*

- a) Written Assignment 1 = 20 Points
- b) Written Assignment 2 = 20 Points
- c) Written Assignment 3 = 20 points
- d) Written Assignment 4 = 20 points
- e) Online Worksite Discussion Questions = 20 points

**Assignment Description:**

- a. Each of the assignments (4) will build on one another and will be directly tied to the course materials. Students will select a product or service that they will be ‘procuring’ on behalf of the government.
- b. Each assignment will be 5 double-spaced pages where you take the materials that have been covered up to that point in the course and describe how you would apply those concepts to your particular procurement.
- c. The idea is not to create an RFP but to rather explain your thought process for how you would consider those topics in your ‘procurement.’
- d. Most sections will have more topics that you can address in 5 pages. That’s fine; write about a paragraph for each topic from the section that you choose to address. The idea for these assignments is to give you a holistic view of the procurement planning and implementation process.

**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. **You must also attach the university honor council statement.**

**15. Special Needs:** Include the following information for special needs students: 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/l nec/>).

#### **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.

# Course Deliverables Schedule

Date	Text Topic	Read the Following
Week of:	Text Material Section Title	Text Section #
25-Jan	Procurement Legislative Review	Section 1
1-Feb	CO/COTR Responsibilities	Section 2
8-Feb	Contract Fundamentals	Section 3
15-Feb	<i>Complete Written Assignment 1 (Due Saturday February 20th @ 11:55 PM- Based on Sections 1-3)</i>	
22-Feb	Federal Acquisition Process	Section 4
29-Feb	Planning the Acquisition (Part 1)	Section 5
7-Mar	Planning the Acquisition (Part 2)	Section 5
14-Mar	<i>Complete Written Assignment 2 (Due Saturday March 19th @ 11:55 PM- Based on Sections 4 and 5)</i>	
21-Mar	Pre-Award Technical Assistance	Section 6
28-Mar	Planning for Contract Administration	Section 7
4-Apr	Contract Monitoring, Inspection and Acceptance	Section 8
11-Apr	<i>Complete Written Assignment 3 (Due Saturday April 16th @ 11:55 PM- Based on Sections 6-8)</i>	
18-Apr	Administering the Contract	Section 9
25-Apr	Contract Termination and Closeout	Section 10
<i>Complete Written Assignment 4 (Due Saturday April 30th @ 11:55 PM- Based on Sections 9 and 10)</i>		