

Class Overview

General Class Information			
<i>All fields must be completed and posted in UVaCollab and World Viewable in SIS no later than two weeks prior to registration.</i>			
Subject Area & Catalog Number	PC 504	Class Title	ADVANCED CONTRACT FORMATION & ADMINISTRATION
Credit Type	<input type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Graduate	<input checked="" type="checkbox"/> Credit <input type="checkbox"/> Noncredit	Delivery Method <input type="checkbox"/> P (In-Person) <input type="checkbox"/> CI (Classroom/Internet) <input checked="" type="checkbox"/> WB (Web-Based)
Re-licensure Re-certification Points		Approval Date <i>(For internal use only)</i>	

1. Class Description (Use the SIS 400 characters from catalog description)

THIS COURSE COVERS THE MAJOR TOPICS IN CONTRACT ADMINISTRATION AND THE LAWS REGARDING THE FORMATION OF GOVERNMENT CONTRACTS. ALSO INCLUDED ARE SUBCONTRACT ADMINISTRATION AND ACQUISITION STRATEGIES.

2. Learning Outcomes

THIS IS A GRADUATE LEVEL COURSE. THEREFORE, IT IS ANTICIPATED THAT THE STUDENTS HAVE A BASIC FAMILIARITY WITH THE PRINCIPLES OF CONTRACT FORMATION AND CONTRACT ADMINISTRATION BEFORE ENROLLING. THIS COURSE IS INTENDED TO REINFORCE AND INCREASE THE STUDENT'S KNOWLEDGE OF THESE PRINCIPLES BY INCLUDING CONTRACT FORMATION AND CONTRACT ADMINISTRATION TOPICS IN ONE COURSE. STUDENTS WHO SUCCESSFULLY COMPLETE THIS COURSE WILL BE ABLE TO ACCOMPLISH THE FOLLOWING BASED UPON STATUTES, REGULATIONS, AND SOUND BUSINESS JUDGMENT:

- PLAN FOR A PROCUREMENT (INCLUDING ACQUISITION PLANNING, DEVELOPMENT OF A FORMAL SOURCE SELECTION PLAN BASED UPON AN ANALYSIS OF MARKET RESEARCH AND REQUIREMENTS DOCUMENTS AND CONSIDERATION OF RECURRING REQUIREMENTS, GOVERNMENT PROPERTY, COMPETITION, CONTRACT TYPE, AND CONTRACT FINANCING);
- CREATE A CONTRACT (INCLUDING PREPARATION OF A REQUEST FOR PROPOSALS, EVALUATION FACTORS, COMPETITIVE RANGE DETERMINATION, DISCUSSIONS, AND PROCESSING OF A REQUEST FOR FINAL PROPOSAL REVISIONS), PREPARE AN AWARD DECISION, CONDUCT DEBRIEFINGS, AND TAKE STEPS TO MITIGATE AND/OR RESOLVE PROTESTS; AND
- ADMINISTER A CONTRACT (INCLUDING ADMINISTRATION PLANNING, CONDUCTING A POST-AWARD ORIENTATION, CONTRACT SURVEILLANCE AND QUALITY ASSURANCE, FINANCIAL MANAGEMENT, TERMINATIONS, DISPUTES RESOLUTION, AND CONTRACT CLOSEOUT).

3. Assessment Components

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, THE THREADED DISCUSSIONS AND SELF ASSESSMENTS 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.

4. Required Text (include ISBN, specific edition)

YOU WILL NOT HAVE TO PURCHASE A TEXTBOOK FOR THIS COURSE. THE TEXT WE WILL USE IS THE FEDERAL ACQUISITION REGULATION (FAR), WHICH IS AVAILABLE ONLINE. THE ONLINE VERSION THAT I PREFER IS FOUND AT FARSITE.HILL.AF.MIL.

5. Required Additional Resources and Technical Components

LECTURES FOR EACH LESSON ARE POSTED UNDER THE RESOURCES TAB AT THE CLASS WEBSITE.

ACCESS: UVA COLLAB: [HTTPS://COLLAB.ITC.VIRGINIA.EDU/PORTAL](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

6. Other Class Expectations (for Classroom/Internet and Web-Based classes, specify any live (synchronous) meetings dates, times, delivery mode)

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 ON THE NET. THIS MEANS THAT YOUR PACE CANNOT FALL BEHIND THE TIMES SCHEDULED FOR EXAMS. IN THIS REGARD, EACH EXAM WILL BE POSTED FOR ONE WEEK.

EACH UNIT OF INSTRUCTION WILL CONTAIN LEARNING OBJECTIVES AND POSE QUESTIONS YOU SHOULD ANSWER TO INDICATE THAT YOU HAVE ACHIEVED THOSE LEARNING OBJECTIVES. I WILL FACILITATE THREADED DISCUSSIONS ON EACH UNIT. THE TREADED 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 FORUMS TAB AT THE COURSE SITE. DURING THREADED DISCUSSIONS, EVERYONE IS TO TREAT EVERYONE ELSE WITH COURTESY AND RESPECT. FOR THIS COURSE, THERE ARE NO 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.

