

U. S. DEPARTMENT OF COMMERCE  
Acquisition Career Management Program

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Mandatory Training Courses

The Department of Commerce has three levels of required training for acquisition employees serving in the GS-1102 series. The courses are equivalent to the courses developed and taught by the Defense Acquisition University to provide standard, consistent training that is accepted throughout the federal government. The training requirements have been established to ensure that job-related knowledge, skills, and competencies are acquired by acquisition professionals as they progress from entry level to journeyman level and beyond. Detailed information on each mandatory course including the course description, objectives, target audience, prerequisite, and length of the course for each level is provided below.

[Level I \(Entry Level, GS-1102-05 through -07\)](#)

[Level II \(Intermediate Level, GS-1102-09 through -12\)](#)

[Level III \(Advanced Level, GS-1102-13 and above\)](#)

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***Level I (Entry level, GS-1102-05 through -07)***

[CON 101 Fundamentals of Contracting](#)

[CON 104 Fundamentals of Contract Pricing](#)

**CON 101 Fundamentals of Contracting**

***Course Description:***

Fundamentals of Contracting is a survey course encompassing the entire contracting process from receipt of a purchase request through contract completion including closeout. Students are introduced to the organization and utilization of the Federal Acquisition Regulation (FAR) and the DoD Supplement to the FAR (DFARS), as well as ethics and basic contract law. Application of the information is reinforced through a series of practical exercises that emphasize commercial practices including simplified acquisition procedures.

***Course Objectives:*** Students who successfully complete this course will be able to:

Determine contracting need and analyze contracting requirements.

Plan competition and source selection.

Draft contract solicitations.

Evaluate offers.

Negotiate and award contracts.  
Plan contract administration.

Monitor quality of and administer payment for contracts.

Modify, terminate and close out contracts.

**Who Should Attend:** GS-5 and above. The course is designed for contracting personnel new to the contracting workforce, either entry-level personnel or crossovers from other career fields.

**Prerequisites:** None.

**Length:** 20 Class Days

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## **CON 104 Fundamentals of Contract Pricing**

### ***Course Description:***

Fundamentals of Contract Pricing is designed to provide entry-level contracting personnel with a solid foundation for the practice of price analysis, cost analysis, and negotiation techniques. This course provides essential fundamentals for the study and practice of price, cost, and proposal analysis. It also provides a discussion and demonstration of applicable estimating techniques used to support these analyses. Topics include a review of the contracting environment, use and importance of market research, sources of data for cost and price analysis, application of price-related factors in the determination of reasonableness, methods for analyzing direct and indirect costs, methods for performing profit analysis, ethics in contract pricing, and a selection of current pricing topics. Various case scenarios and an actual cost analysis are used to illustrate and integrate the various concepts and techniques covered in the course. Individual and group negotiation workshops address the fundamentals of the negotiation process, including essential techniques, strategies, and tactics.

**Course Objectives:** Students who successfully complete this course will be able to:

Understand the general environment of contract pricing.

Determine the sources and means of acquiring data for cost and price analysis.

Analyze direct and indirect costs.

Perform a profit analysis, including the appropriate use and application of requirements relative to cost of money.

Integrate and apply the various concepts and methods learned to a real-time cost analysis in the form of an integrating exercise.

Apply selected techniques of cost of money and profit analysis.

Apply the essential techniques, strategies, and tactics of the negotiation process, individually, and in small groups.

**Who Should Attend:** GS-5 and above. The course is designed for contracting personnel new to the contracting workforce, either entry-level personnel or crossovers from other career fields.

**Prerequisite:** None

**Length:** 21 Class Days

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**Level II (Intermediate level, GS-1102-09 through -12)**

[CON 202 Intermediate Contracting](#)  
[CON 204 Intermediate Contract Pricing](#)  
[CON 210 Government Contract Law](#)  
[CON 333 Management for Contracting Supervisors](#)

**CON 202 Intermediate Contracting**

**Course Description:**

Intermediate Contracting presents experienced, intermediate-level contracting personnel with an intensive examination of the life cycle phases of contracting, including the pre-award phase of contracting (acquisition planning, solicitation, evaluation and award), and post award contract administration, plus contracting problem analysis and resolution. Case studies, along with group and individual exercises, expose students to contracting problems, and challenge students to apply ethical principles, statutes, regulations, and sound business judgment toward the resolution of contracting problems. Major course topics include acquisition planning, contracting methods with an emphasis on formal source selection and noncommercial acquisitions, and contract administration including contract surveillance and quality assurance, financial management, terminations, and disputes resolution.

**Course Objectives:** Students who successfully complete this course will be able to:

Perform acquisition planning to include the analysis of market research and requirements documents and consideration of recurring requirements, Government property, competition, contract type, and contract financing.

Develop a formal source selection plan.

Prepare a written formal source selection Request for Proposal for a noncommercial acquisition to include instructions for oral presentations.

Analyze and evaluate price related and non-price related factors to include performance risk assessment.

Determine the necessity for discussions, and where necessary, establish competitive range, conduct discussions and process a request for final proposal

revisions. Prepare an award decision for a competitive negotiated acquisition, conduct debriefings, and take steps to mitigate and/or resolve protests.

Construct an administration plan and conduct a post-award orientation.

Implement contract changes via contract modification, and perform Government property administration.

Perform contract price or fee adjustments and process various contract payments.

Perform contract surveillance and quality assurance functions prescribed by the contract to include problem resolution through the application of contract remedies.

Determine when termination actions are appropriate.

Analyze and apply the various procedures for resolving disputes and claims.

**Prerequisite:** CON 101 and CON 104

**Length:** 21 Class Days

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## **CON 204 Intermediate Contract Pricing**

### ***Course Description:***

Intermediate Contract Pricing both reinforces pricing skills taught in CON 104 and develops skills in price analysis, advanced pre-award pricing decisions, post-award pricing decisions, and general contract pricing issues. The first week of the course is primarily quantitative in nature, focusing on statistical and economic analysis tools. Students are expected to bring to class and be capable of using a calculator with an exponential and reciprocal function. Public domain software is used in applying quantitative theory and in pricing situations. The second week focuses primarily on application of quantitative techniques and advanced contracting concepts. Students are encouraged to call on their unique experiences to provide a basis for discussion and analyses of relevant contract pricing topics, the application of appropriate pricing principles and development of workable solutions.

***Course Objectives:*** Students who successfully complete this course will be able to:

Use statistical and regression techniques in contract pricing situations.

Determine when to use either a single or a double moving average.

Better understand the improvement curve theory.

Understand the time value of money.

Develop pre-negotiation positions on proposed indirect cost rates.

Develop skills in estimating cost-to-complete.

Develop skills to price equitable adjustments (with exercises related to claims and contract modifications).

Understand defective pricing, cost realism analysis, contract types, and financial analysis with emphasis on contract financing considerations.

***Who Should Attend:*** This course is designed for personnel who have completed all Level I requirements and are working to complete their Level II requirements.

***Prerequisites:*** CON 104 (2 years contracting experience in acquisition positions of increasing complexity and responsibility is recommended).

***Length:*** 10 Class Days

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## **CON 210 Government Contract Law**

### ***Course Description:***

Government Contract Law provides an understanding of the impact of Government Contract Law on daily decision making in acquisition. It introduces basic legal principles and sources of contract law as they apply to the Government's acquisition of supplies and services, as well as construction services. Court cases and administrative decisions (General Accounting Office, Boards of Contract Appeals) are discussed with emphasis on how the law affects the Government/contractor interface and how to avoid legal disputes and maintain ethical business relationships.

***Course Objectives:*** Students who successfully complete this course will be able to:

Discriminate between statutory, regulatory, and ethical restrictions applicable to government contracts.

Analyze and determine the manner in which the various pieces of federal legislation and judicial and administrative decisions impact the formation of government contracts.

Compare and contrast the different procedures and remedies available to an adversely affected bidder or offeror in the forums available in which to protest a government acquisition.

Given different types and forms of property, summarize the government's rights in such property and the remedies available to both the government and the contractor resulting from the improper use of such property.

Distinguish those situations in which the government has properly and improperly obligated federal monies.

Identify actionable fraud and summarize possible options for remedying such conduct.

Given different types of contracts, identify and select the government's rights with respect to delivery, and/or any express or implied warranties, and make a determination about when acceptance takes place.

Given various situations in which a contractor has performed additional work not required by the original contract, (1) differentiate those situations in which the contractor is entitled to an equitable adjustment from those in which the contractor is not, and (2) if so entitled, determine the elements of the equitable adjustment.

Provided the facts underlying a pending dispute, propose the probable course of the litigation, to include the nature of government employees' participation in such litigation.

Determine the availability of and the circumstances necessary to terminate a government contract, given different factual situations.

***Who Should Attend:*** Intermediate level personnel who have some experience with Government contracting and are responsible for contract formation or management.

***Prerequisites:*** Level I Contracting Courses (CON 202 is recommended).

***Length:*** 10 Class Days

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### **CON 333 Management for Contracting Supervisors**

***Course Description:***

This course is designed for first line supervisors assigned to acquisition/contracting positions within the Federal Government. The course concentrates on numerous management issues formulated within a variety of pre-award and post-award risk management scenarios that challenge acquisition professionals. Participants utilize the integrated case study method, critical incidents, small group interaction and other teaching methods to assess and interpret the variables that affect contract performance and successful mission accomplishment. Case scenarios are supplemented and reinforced by other techniques and issues that may be raised during the class by students. Participants are encouraged to apply their experience and expertise to the course, and to share/expand their knowledge of acquisition, procurement and management techniques. Participants are also encouraged to exchange visionary ideas on ways to continuously improve mission accomplishment.

***Course Objectives:*** Students who successfully complete this course will be able to:

Improve understanding of the entire acquisition process from the acquisition planning cycle, through the various steps such as budgeting, lead times, acceptance, payment and close-out.

Develop and maintain better communications between all multifunctional team members.

Develop a process for managing external interactions between contracting personnel and their customers.

Processes such as empowerment, value-added time management, and Integrated Product Teaming will be discussed.

Understand the competing interests of the various agencies and principal players such as customer requirements, requiring activities, oversight activities, the contractor, and the general public.

Encourage early interaction without giving an advantage to any particular contractor.

Develop procurement planning skills, which will help identify major problems, analyze facts/data, synthesize this information in terms of contracting and management disciplines, develop risk management techniques, create alternate managerial solutions, and justify the appropriate course of action.

***Who Should Attend:*** GS-1102 grades 11/12. First line supervisors, branch chiefs, team leaders or those about to be first line supervisors, branch chief or team leader assigned to acquisition and/or contracting functions. This course is also appropriate for contracting personnel responsible for the management of contracts and requires a development of leadership, management and organizational skills.

***Prerequisites:*** Level I and II requirements

***Length:*** 5 Class days

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***Level III (Advanced level, GS-1102-13 and above)***

[CON 301 Executive Contracting](#)

## **CON 301 Executive Contracting**

### ***Course Description:***

Executive Contracting is a unique forum for senior personnel in the contracting career field to examine a wide range of acquisition issues. Through guest speaker lectures, discussions, workshops, and a Capitol Hill visit to observe Congressional activities, this course provides an intensive executive level view of current issues and events in acquisition and in particular, contracting. Topic areas cover: contracting policy [DAR Council, Office of Procurement Policy (OFPP), current and proposed changes, and changing technologies], external forces (SBA, GAO, OIG, and legislative statutes), and work environment (contracting innovations, change, ethics, etc.).

***Course Objectives:*** Students who successfully complete this course will be able to:

Discuss the current, relevant, and projected DoD contracting and management issues as they relate to contracting.

Identify and discuss the impact on present acquisition and contracting practices of recently established or proposed policies, regulations, directives, or studies.

Understand how legislation and procurement policy makers operate and work with issues, problems, and the community at large.

Network with other contracting personnel on various approaches as a means of understanding and, if appropriate, implement ideas presented in the course.

***Who Should Attend:*** This course is required as a refresher every 3-5 years to keep current in contracting policy.

***Prerequisites:*** Level II courses (recommended minimum 4 years contracting experience in acquisition positions of increasing complexity)

***Precourse Material:*** Prior to attending the course, participants must prepare a paper describing: (a) contracting issues of importance to their activity and (b) a contracting improvement paper to be shared in the class.

***Length:*** 5 Class Days