COURSE SYLLABUS

Basic Contract Administration Course

Master the essentials of managing contracts post-award, including monitoring performance, resolving issues, and ensuring compliance.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/basic-contract-administration



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Course Outline

Module 1: Overview of Government Contracting

- Defines the key elements and legal foundation of a contract
- Outlines the three phases of acquisition: presolicitation, solicitation and award, postaward
- Identifies the roles and responsibilities of contracting personnel and stakeholders
- Explains contract types, acquisition planning, and the concept of contract scope

Module 2: Planning for Contract Administration

- Explains how to understand the contract, team members, and contractor
- Introduces the Contract Administration Plan (CAP) and how to set one up
- Details contract file setup, required contents, and best practices for organization
- Outlines the use of checklists and milestones for tracking contract activities

Module 3: Post Award Orientation Conference (PAOC)

- Defines the purpose and goals of a PAOC
- Identifies participants, roles, and agenda topics
- Covers planning, conducting, and documenting the PAOC
- Outlines contractor communication protocols and documentation responsibilities

Module 4: Monitoring Contractor Performance

- Explains performance monitoring methods (surveillance, inspections, trend analysis)
- Differentiates between monitoring and inspection duties
- Describes contractor quality control and government surveillance plans (QASP)
- Details how to document and respond to contractor performance issues

Module 5: Modifying the Contract and Exercising Contract Options

- Identifies types of contract modifications (administrative, unilateral, bilateral)
- Explains scope of contract and how to determine if changes are within scope
- Outlines procedures for equitable adjustments and release of claims

- Explains option clauses and how to evaluate and exercise contract options

Module 6: Paying the Contractor

- Reviews types of payments: advance, progress, and delivery payments
- Explains how to process proper invoices and comply with the Prompt Payment Act
- Details contractor financing, assignment of claims, and EFT procedures
- Provides guidance on allowable costs, discounts, and overpayment recovery

Module 7: Financial Management of Cost-Reimbursement Contracts and Price Adjustments

- Explains limitations of cost and contractor notification requirements
- Covers price and fee adjustments, including incentive and award fee mechanisms
- Outlines procedures for invoice review and audit considerations
- Describes how to deobligate funds and handle defective pricing claims

Module 8: Evaluating Contractor Performance

- Outlines requirements for past performance evaluations (interim and final)
- Describes performance factors such as quality, timeliness, cost control, and subcontracting
- Explains CPARS system, rating scales, and contractor responses
- Discusses the importance of documentation and relevance in future source selections

Module 9: Resolving Contractual Issues

- Defines contract remedies: reperformance, rejection, warranty, damages, termination
- Explains the Disputes clause and handling of contract claims
- Outlines termination for convenience and termination for default/cause
- Introduces Alternative Dispute Resolution (ADR) methods and FAPIIS reporting

Module 10: Contract Closeout

- Defines closeout process and steps: verifying completion, audits, deobligation
- Explains responsibilities of CORs, contract specialists, and other personnel
- Covers required documents and procedures for physical and administrative closure
- Introduces electronic recordkeeping and continuity of services clauses