COURSE SYLLABUS

CON1200: Contract Pre-Award (Self-Paced)

In this course, participants learn how to shape and define government requirements in collaboration with program offices, conduct thorough market research, and develop effective acquisition strategies. The curriculum covers key pre-award processes such as acquisition planning, crafting performance-based work statements or statements of work, and developing solicitations (e.g., Requests for Proposals) that attract best-value offers while adhering to federal regulations.

> 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/con1200-contract-pre-award-self-paced



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Course Outline

Shaping Customer Requirements

- Techniques for defining and describing agency needs
- Shaping internal customer requirements into procurement-ready SOWs or PWSs

Market Research & Industry Analysis

- Understanding markets and suppliers
- Conducting market research to inform procurement strategy
- Analyzing industry trends to ensure robust competition

Acquisition Planning

- Developing acquisition plans that address risk analysis and procurement milestones
- Selecting strategies such as contract type and competition approach
- Applying FAR Part 7 and related guidance

Acquisition Strategy Development

- Formulating key components of an acquisition strategy
- Making make-or-buy decisions and considering small business participation
- Planning source selection, including evaluation factors and methodologies

Solicitation Development

- Preparing solicitations and related documents
- Drafting sections of the Uniform Contract Format

- Selecting appropriate terms, conditions, provisions, and clauses

Publicizing and Amending Solicitations

- Meeting requirements for publicizing contract opportunities (FAR Part 5)
- Managing pre-award communications and Q&A
- Issuing amendments if requirements or conditions change

Contractor Perspective Module (Industry Viewpoint)

- Understanding contractor business development and capture strategies
- Recognizing how contractors decide to bid and form teams (JV/subcontracting)
- Learning how proposals are developed in response to federal solicitations