COURSE SYLLABUS

CON1300: Contract Award

This course provides an in-depth look at how the government evaluates offers and makes award decisions, while also considering the contractor's viewpoint during negotiations and award. Participants will learn how to conduct cost or price analyses of proposals, assess contractor responsibility and risk, and apply source selection techniques to determine the best value for the government. The curriculum addresses the preparation for and conduct of contract negotiations – including developing negotiation objectives and strategies – and the proper documentation of the award decision.

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/contract-award



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Course Outline

Proposal Evaluation & Screening

- Conduct initial offer screening and compliance checks
- Evaluate technical proposals and past performance
- Apply evaluation criteria to rate and compare offers

Cost/Price Analysis

- Perform price analysis and, when applicable, cost analysis
- Review cost elements, indirect rates, and profit/fee
- Determine price reasonableness and cost realism

Negotiation Planning

- Develop a negotiation strategy aligned with government objectives
- Define negotiation positions, including Best Alternative to a Negotiated Agreement (BATNA)
- Comply with FAR policies on exchanges with offerors (clarifications, communications, discussions)

Conducting Negotiations

- Apply best practices for negotiating with one or more offerors
- Use effective communication techniques and maintain a negotiation memorandum
- Address ethical considerations, requests for Final Proposal Revisions (FPRs), and finalize agreements

Source Selection Decision

- Document and execute the source selection decision
- Prepare Source Selection Decision Documents and brief Source Selection Authorities

- Debrief unsuccessful offerors in compliance with policy

Managing Disagreements (Protests)

- Understand bid protest procedures at the agency level, GAO, and Court of Federal Claims
- Handle protests or disputes related to award decisions from both buyer and seller perspectives
- Recognize the impact of protests on award timing and contract execution