COURSE SYLLABUS

CON1200: Contract Pre-Award

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/contract-pre-award



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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