COURSE SYLLABUS

FAR Basics Course

Gain a foundational understanding of the Federal Acquisition Regulation (FAR) and its application in federal procurement processes.

> Group classes (Washington, DC) and onsite training are available for this course.
> For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/far-basics



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Course Outline

Module 1: Introduction to the FAR

- Understand the purpose and structure of the Federal Acquisition Regulation (FAR)
- Learn how to access and navigate the FAR
- Identify the three phases of the acquisition process
- Review FAR supplements and agency-specific regulations
- Examine the Christian Doctrine and its implications in contract law

Module 2: FAR Subchapter A: General

- Discuss roles and responsibilities in the federal acquisition process
- Understand ethical principles and standards of conduct
- Review definitions and administrative structure within the FAR
- Explore improper business practices and conflicts of interest
- Learn about contract files, storage, and administrative matters

Module 3: FAR Subchapter B: Competition and Acquisition Planning

- Understand competition requirements and exceptions
- Explore the acquisition planning process and required documentation
- Review required sources of supply and services
- Study procedures for market research and publicizing contract actions
- Learn methods for describing agency needs and acquiring commercial products and commercial services

Module 4: FAR Subchapter C: Contracting Methods and Contract Types

- Examine simplified acquisition, sealed bidding, and negotiation methods
- Understand contract types (fixed-price, cost-reimbursement, T&M)
- Review special contracting methods like BPAs and letter contracts
- Compare solicitation, evaluation, and source selection techniques

Module 5: FAR Subchapter D: Socioeconomic Programs

- Understand small business and socioeconomic contracting programs
- Review set-asides, subcontracting plans, and SBA coordination
- Study labor laws: Service Contract Act, Davis-Bacon Act, EEO requirements
- Explore environmental, energy, and sustainability acquisition policies

Module 6: FAR Subchapter E: General Contracting Requirements

- Learn about contract financing and progress payments
- Understand contract cost principles and accounting standards (CAS)
- Review taxes, insurance, bonding, and intellectual property considerations
- Study protest, dispute, and claim resolution procedures

Module 7: FAR Subchapter F: Special Categories of Contracting

- Explore major systems acquisition and earned value management
- Review research and development (R&D) contracting methods
- Understand personal vs. non-personal services and ADA implications
- Learn about service contracts and performance-based acquisition

Module 8: FAR Subchapter G: Contract Management

- Identify roles in contract administration and post-award orientation
- Understand contract modification types (unilateral, bilateral)
- Review contract quality assurance, surveillance plans, and performance info
- Explore novation agreements and change-of-name procedures

Module 9: FAR Volume II – Subchapter H: Clauses and Forms

- Differentiate between provisions and clauses
- Learn how to apply clauses appropriately in solicitations and contracts
- Review essential standard forms (e.g., SF1402, SF120) used in acquisitions
- Use clause/provision matrices to identify required contract language