COURSE SYLLABUS

Federal Contracting Basics Course (Self-Paced)

Get up to speed on federal contracting procedures, responsibilities, and supervisory roles as a COR or project official.

> 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/federal-contracting-basics-course-self-paced



support@graduateschool.edu •
(888) 744-4723

Course Outline

Module 1: Overview of Federal Acquisition

- Defines the federal acquisition process and its objectives
- Explains the importance of transparency, competition, and efficiency in procurement
- Outlines the acquisition life cycle and its phases
- Introduces key legal and policy frameworks

Module 2: Elements of a Contract and the Roles of Key Players

- Describes essential elements of a binding federal contract
- Identifies key acquisition roles: Contracting Officer, COR, and others
- Explains legal authorities and limitations of each role
- Covers the importance of communication and documentation

Module 3: The Presolicitation Phase

- Outlines acquisition planning and requirements definition
- Explains market research and its role in shaping strategy
- Describes procurement requests and independent government cost estimates (IGCE)
- Highlights presolicitation notices and approval processes

Module 4: Solicitation and Award Phase

- Details solicitation methods and proposal evaluation techniques
- Explains competitive vs. non-competitive procedures
- Introduces source selection strategies and documentation
- Covers award notification and debriefing processes

Module 5: Postaward Phase: Contract Monitoring and Contract Modifications

- Explains performance monitoring and reporting duties

- Describes how to process contract modifications and changes
- Covers quality assurance surveillance and risk management
- Highlights contractor communications and oversight practices

Module 6: Postaward Phase: Contract Payments

- Outlines payment types and processes under federal contracts
- Explains invoice requirements and prompt payment rules
- Introduces cost allowability and documentation standards
- Discusses roles of CORs and finance officials in payment approval

Module 7: Postaward Phase: Contract Remedies

- Defines available contract remedies for non-compliance
- Discusses rejection of supplies/services and re-performance
- Explains terminations for cause, default, or convenience
- Covers equitable adjustments and contractor claims

Module 8: Contract Closeout

- Explains closeout procedures for completed contracts
- Identifies required documentation for closure
- Details deobligation of funds and audit preparation
- Outlines COR responsibilities in contract closure

Module 9: Procurement Integrity and Standards of Ethical Conduct

- Emphasizes ethical behavior and compliance with procurement laws
- Defines procurement integrity rules and consequences for violations
- Explains conflict of interest policies and reporting requirements
- Covers standards of conduct for all acquisition personnel