COURSE SYLLABUS

FPM 132: Fundamentals of Contracting Course (Self-Paced)

This course prepares entry-level program and project managers to navigate the full federal contracting process, from acquisition planning to contract closeout. Participants learn how the Federal Acquisition Regulation (FAR) guides fair and effective procurement, and how to collaborate with Contracting Officers and specialists to achieve mission success.

> 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/fpm-132-fundamentals-of-contracting-course-self-paced



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Course Outline

Module 1: Federal Acquisition Overview

- Describe the guiding principles of the Federal Acquisition System and the FAR.
- Identify the roles and responsibilities of Contracting Officers, CORs, and Program Managers.
- Explain how the acquisition lifecycle supports agency mission execution.
- Recognize the project manager's responsibility for acquisition oversight.

Module 2: Acquisition Planning

- Conduct market research to inform acquisition strategy decisions.
- Determine appropriate contract types based on risk, complexity, and performance requirements.
- Draft elements of a Statement of Work (SOW) or Performance Work Statement (PWS).
- Prepare pre-solicitation documentation aligned with project objectives and funding.

Module 3: Contract Formation

- Outline the solicitation and evaluation process leading to contract award.
- Identify key solicitation sections and how technical evaluation criteria are developed.
- Describe the program manager's role in source selection and proposal review.
- Explain how pricing, past performance, and risk affect award decisions.

Module 4: Contract Performance and Administration

- Monitor contractor performance against cost, schedule, and quality targets.
- Coordinate with the COR and KO to address modifications, disputes, or delays.
- Apply proper procedures for managing change orders or scope adjustments.
- Describe the documentation and reporting required during contract execution.

Module 5: Putting It All Together

- Develop an integrated acquisition plan addressing planning, formation, and administration.
- Apply best practices for communication and collaboration with acquisition stakeholders.
- Evaluate a case study to identify risks and improvement opportunities in contract execution.
- Summarize lessons learned and how they apply to the participant's work environment.