

# Contract Administration

**Course Number:** 1022

**Length:** 5 Days

**Primary Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:** Instructor-led online (synchronous)

## Course Description

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Dissect challenges inherent in contract administration like contract modification, subcontractor oversight, performance monitoring, quality assurance, and other key phases. You will examine the duties performed by contracting personnel during the administration phase of the acquisition process and improve your knowledge and skills in overseeing contractor performance. You will gain a deeper understanding of contracts for commercial products and commercial services and those using simplified acquisition procedures.

## Intended Audience

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This course is designed for individuals seeking to further their knowledge related to the administration of federal contracts. CORs will find this course to be especially beneficial and will enable them to fulfill their continuous learning requirements for certification maintenance.

## Course Learning Objectives

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- Plan for contract administration
- Conduct a postaward orientation
- Make decisions regarding a contractor's use of subcontracts
- Monitor contractor performance and resolve problems
- Identify and address delays in performance
- Modify contracts and exercise options
- Select and pursue a formal contract remedy and recognize fraud
- Identify and resolve contract disputes
- Examine labor laws, government property, intellectual property, and environment protection regulations
- Identify the methods to finance contracts for commercial products and commercial services and contracts for other than commercial products and commercial services
- Close out contracts

## Course Additional Features

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- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

# Contract Administration

## Course Schedule

DAY ONE	
MORNING	Module 1: Contract Administration Planning
LUNCH	
AFTERNOON	Module 1: Contract Administration Planning, continued
	Module 2: Postaward Orientation
HOMEWORK	Review Modules 1 and 2 and read Modules 3 and 4

DAY TWO	
MORNING	Module 2: Postaward Orientation, continued
	Module 3: Subcontract Administration
LUNCH	
AFTERNOON	Module 4: Performance Monitoring and Quality Assurance
HOMEWORK	Read Modules 5 and 6

DAY THREE	
MORNING	Module 5: Delays in Performance
	Module 6: Contract Modifications, Adjustments, Options, and Orders
LUNCH	
AFTERNOON	Module 6: Contract Modifications, Adjustments, Options, and Orders, continued
HOMEWORK	Read Modules 7 to 10

## DAY FOUR

# Contract Administration

MORNING	Module 7: Formal Remedies
	Module 8: Disputes, Claims, and Terminations
LUNCH	
AFTERNOON	Module 8: Disputes, Claims, and Terminations, continued
	Module 9: Miscellaneous Terms and Conditions
	Module 10: Financial Matters
HOMEWORK	Read Module 11, review for Final Examination

## DAY FIVE

MORNING	Module 10: Financial Matters, continued
	Module 11: Contract Closeout
LUNCH	
	Course Evaluation and Exam

## Learning Methods

Lecture, discussion, exercises, and independent readings

## Credits

### National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Basic
- CPEs: 40

### Professional Development Units (PDUs)

- Credits: 35

### Continuous Learning Points (CLPs)

# Contract Administration

- Credits: 40

## American Council on Education™ (ACE) Recommendation

August 2024 to July 2027: In the lower-division baccalaureate, 3 semester hours in Contract Administration.

## Third-Party Certification Relationship

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This course applies toward the DoD FM Certification Program.

## Management Concepts Certificate Program Relationship

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This is an elective course in the following program(s):

- [Business Analysis and Requirements Management Master Track](#)
- [Project Management Master Track](#)
- [Agile in Government Master Track](#)
- [Program Management Certificate Program](#)

## Prerequisites

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### Suggested

- Level I FAC-C or DAWIA Contracting Certified
- [Introduction to Federal Contracting](#)
- [Contracting Officer's Representative Course](#)

## Pework

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There is no pework required for this course.

## Requirements for Successful Completion

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Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Participants must achieve at least 70% (77 of 110 total points) on the following graded activities:

- Exercise: Sample Contract Administration Plan — 10 points
- Exercise: Researching Postaward Orientation Issues — 10 points
- Exercise: Some Monitoring Issues — 10 points
- Exercise: Resolution #1 — 10 points
- Exercise: Miscellaneous Terms and Conditions — 10 points
- Exam — 50 points
- Class Participation — 10 points

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## Follow-On Resources

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- [Changes Under Government Contracts](#)
- [Federal Contract Law](#)
- [Performance-Based Service Acquisition](#)
- [Administration of Cost-Reimbursement Contracts](#)
- [Contract Claims](#)

# Contract Administration

## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/1022>



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