

# Introduction to Federal Contracting

Course Number: 1048

Length: 5 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

## Course Description

Gain a thorough understanding of the federal acquisition process and the various statutes and regulations that govern it. In this introductory course, you will examine key roles and responsibilities and ways to navigate the various phases of the process. You will also gain an overview of the process and laws of the federal acquisition system, and you will practice applying your knowledge through role-playing and exercises.

## Intended Audience

This course is designed to provide personnel who are newly assigned to the government acquisition team or others, such as sellers to the government with a detailed overview of the federal acquisition.

## Course Learning Objectives

- Define the vision, goals, and objectives of the federal acquisition process
- Describe the *Federal Acquisition Regulation (FAR)* system and the underlying sources of federal contract law
- Explain typical approaches to organizing the acquisition function
- Discuss the roles and responsibilities of major players in the acquisition process
- Identify the principal contracting functions
- Explain the standards of conduct that apply to the acquisition process

## Course Additional Features

- 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](#)

## Course Schedule

DAY ONE	
MORNING	Lesson 1: The Vision, Goals, and Objectives for the Federal Acquisition System
LUNCH	

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AFTERNOON	Lesson 2: Basic Statutes and Regulations
	Lesson 3: Acquisition Roles and Responsibilities within an Agency
	Lesson 4: Introduction to the Acquisition Process
HOMEWORK	Review Lessons 1 to 4. Read lesson 5 and Resource: Smoketown Scenario

## DAY TWO

MORNING	Lesson 5: Acquisition/Procurement Planning Phase
LUNCH	
AFTERNOON	Lesson 5: Acquisition/Procurement Planning Phase, continued
HOMEWORK	Read Lesson 6

## DAY THREE

MORNING	Lesson 5: Acquisition/Procurement Planning Phase, continued
	Lesson 6: Contract Formation Phase
LUNCH	
AFTERNOON	Lesson 6: Contract Formation Phase, continued
HOMEWORK	Read Lesson 7

## DAY FOUR

MORNING	Lesson 6: Contract Formation Phase, continued
LUNCH	
AFTERNOON	Lesson 7: Contract Administration Phase
HOMEWORK	Read Lesson 8

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DAY FIVE	
MORNING	Lesson 7: Contract Administration Phase, continued
LUNCH	
AFTERNOON	Lesson 8: Ethics in Federal Contracting
	Course Wrap-Up

## Learning Methods

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Lecture, discussion, exercise and independent readings.

## Credits

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### 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)

- Credits: 40

### American Council on Education™ (ACE) Recommendation

*November 2017 to present:* In the lower-division baccalaureate/associate degree category, 3 semester hours in government contracts, procurement, or 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):

# Introduction to Federal Contracting

- [FFMCP Financial Management Master Track](#)
- [FFMCP Accounting Master Track](#)
- [FFMCP Auditing Master Track](#)
- [FFMCP Budgeting Master Track](#)

## Prerequisites

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There are no prerequisites for this course.

## Pework

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There is no prework 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.

There are no graded activities for this course.

## Follow-On Resources

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- [Federal Acquisition Regulation \(FAR\) Overview](#)
- [Federal Contract Law](#)
- [Statement of Work \(SOW\) Workshop](#)
- [Best Value Source Selection Using Tradeoffs](#)
- [Source Selection](#)
- [Contract Administration](#)
- [Ethics in Federal Contracting](#)

# Introduction to Federal Contracting

## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/1048>



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