

Career Gateway: Acquisition program

Course Number: 1092

Length: 40 Weeks

Primary Delivery Method: Self-study online; Instructor-led live classroom

Alternative Delivery Methods:

Course Description

Special Pricing Ends Soon. Save 20% when you register for our August cohort.

Accelerate the path to proficiency for new contract specialists with the Career Gateway: Acquisition program. Gateway Acquisition is DAU certified equivalent to CON 1100, 1200, 1300 and 1400 so participants meet all their FAC-C and DAWIA Contracting certification training requirements. Students in each cohort will learn the technical skills necessary to support an acquisition, such as contract formation, management principles, and regulatory fundamentals, along with the essential skills they'll need to succeed in the modern acquisition landscape, like business acumen, critical thinking, decision-making, ethics, financial management, problem-solving, team building, communication, and collaboration. Through the use of experiential learning and a threaded storyline, cohort students will support the establishment of a settlement on Mars to mirror the challenges they'll face in their roles. Students will be able to hone their skills in a safe learning environment, collaborate with other members of the cohort to solve problems, and sharpen their abilities to be key strategic business advisors for their agencies and organizations. Learners can expect to spend up to 10 hours per week on program activities and classes.

Intended Audience

The Career Gateway: Acquisition (CGA) program is primarily designed for new contract specialists with little to no previous contracting experience and others who seek certification in the contracting field. Additionally, any career field involved in acquisition can benefit from the CGA cohort experience. Working together as an acquisition team is a vital part of the CGA course format.

The Career Gateway: Acquisition program is specifically geared towards federal employees. Class enrollment is limited to federal employees to maximize the learning experience of cohort attendees.

Client-Provided Facility Requirements

- N/A; this is a fully virtual program

Course Learning Objectives

- **Phase 1 Contract Foundations**
- Apply foundational knowledge about the Federal Acquisition System and team optimization strategies to develop creative solutions to challenges and successfully meet mission requirements
- Identify acquisition lifecycle principles and strategies to effectively solve problems and manage risk
- Recognize the role of a contract specialist, and the scope of their authority, in supporting an acquisition based on a valid contract
- Articulate the value of informed contracting in making acquisition planning decisions

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- Apply communication best practices and ethical decision-making to effectively perform the contract specialist role throughout an acquisition
- Apply familiarity with acquisition legal statutes and regulations, and good judgement, to determine how to appropriately comply while meeting the need/requirement
- Apply communications, leadership, problem-solving, risk analysis, and critical thinking skills throughout an acquisition
- Apply business acumen, leadership best practices, problem-solving skills, and good business judgement to devise creative solutions
- **Phase 2 Contract Preaward**
- Articulate the interplay between acquisition team members and the contract specialist during preaward
- Articulate why accurately identifying and describing the need and requirements is essential to a successful acquisition
- Describe how integrating needs assessment and requirements analysis play a role in developing an effective acquisition plan
- Articulate how to effectively conduct market research and interpret findings
- Recommend contracting strategy decisions that are informed by requirements analysis and market research
- Recommend source selection strategy decisions that align with what you know about the requirements and contracting strategy
- Select the appropriate solicitation format and accurately populate it to reflect what you know about the contracting strategy
- Explain the relationship between the government and contractor in the context of acquisition
- **Phase 3 Contract Award**
- Explain how the offer evaluation process differs based on acquisition strategies
- Describe the process for receiving offers and preparing for reviews
- Recognize information security requirements associated with receiving offers
- Evaluate cost/price proposals
- Explain the process for evaluating noncost/nonprice proposals, past performance, and cost/price proposals
- Establish an appropriate competitive range and conduct discussions
- Recommend a source selection award decision to the source selection authority
- **Phase 4 Contract Postaward**
- Plan for contract administration
- Describe the consent to subcontract requirements
- Monitor contractor performance and resolve problems
- Identify the elements of a valid claim
- Modify contracts and exercise options
- Given a contractor offer, negotiate a fair and reasonable price
- Given a contract, appropriately apply the contract closeout process

Course Additional Features

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

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

Course Schedule

PRE-PROGRAM	
PROGRAM START DATE	Program Orientation (1-hour virtual class) and Pre-Program activities (asynchronous)

PHASE 1: CONTRACT FOUNDATIONS	
WEEK 1	Module 1, asynchronous
WEEK 2	4-hour virtual training session
WEEK 3	Module 2, asynchronous
WEEK 4	8-hour virtual training session and 1-hour coaching session
WEEK 5	Module 3, asynchronous and 4-hour virtual training session
WEEK 6	Module 4, asynchronous and 4-hour virtual training session
WEEK 7	Module 4 continued, asynchronous
WEEK 8	4-hour virtual training session

PHASE 2: CONTRACT PREAWARD	
WEEK 1	Modules 1 and 2, asynchronous
WEEK 2	4-hour virtual training session
WEEK 3	Module 3, asynchronous
WEEK 4	4-hour virtual training session
WEEK 5	Module 4, asynchronous and 4-hour virtual training session and 1-hour coaching session
WEEK 6	Module 5, asynchronous

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WEEK 7	4-hour virtual training session
WEEK 8	Module 6, asynchronous
WEEK 9	4-hour virtual training session
WEEK 10	Module 7, asynchronous and 4-hour virtual training session

PHASE 3: CONTRACT AWARD

WEEK 1	Module 1, asynchronous and 4-hour virtual training session
WEEK 2	Module 2, asynchronous
WEEK 3	Module 2 continued, asynchronous
WEEK 4	4-hour virtual training session and 1-hour coaching session
WEEK 5	Module 3, asynchronous
WEEK 6	Module 4, asynchronous
WEEK 7	Module 5, asynchronous
WEEK 8	4-hour virtual training session

PHASE 4: CONTRACT POSTAWARD - PHASE IS IN DEVELOPMENT. DETAILS WILL BE UPDATED.

WEEK 1	Module 1, asynchronous
WEEK 2	4-hour virtual training session
WEEK 3	Module 2, asynchronous
WEEK 4	4-hour virtual training session
WEEK 5	Module 3, asynchronous
WEEK 6	4-hour virtual training session
WEEK 7	Module 4, asynchronous

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WEEK 8	4-hour virtual training session
WEEK 9	Module 5, asynchronous
WEEK 10	4-hour virtual training session

Learning Methods

Independent review of text, video or audio, and multimedia; guided online discussions; knowledge checks; practice activities, which may include the interpretation and application of case study materials; and team-based, application-level challenges.

Credits

Continuous Learning Points (CLPs)

- Credits: 248

American Council on Education™ (ACE) Recommendation

August 2024 to August 2027: In the upper-division baccalaureate degree category, 12 semester hours in Procurement Management. In the lower-division baccalaureate degree category, 4 semester hours in Procurement Management. In the graduate degree category, 12 semester hours in Procurement Management.

Third-Party Certification Relationship

Certification is in progress. Details will be updated.

Prerequisites

There are no prerequisites for this course.

Prework

Prework for Career Gateway: Acquisition includes:

- Review the program resources and kickoff requirements (self-directed)
- Sign the learning agreement
- Attend program orientation (1-hour virtual)
- Complete the pre-program self-assessment
- Complete the introduction to coaching for Career Gateway: Acquisition (self-directed)

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.

This program uses the following grading:

- Engagement – 30% of program grade
- Knowledge checks – 15% of program grade
- Practice activities – 20% of program grade
- Mission challenges – 35% of program grade

Each phase will include various activities tailored to the content and objectives for that phase. As such, the graded activities vary by phase; see the following list. Participants are required to achieve 80% out of the maximum points available to pass the program.

- Phase 1: A combination of instruction, graded knowledge checks, discussion, and practice activities around:
 - Effective Verbal Communication
 - Effective Written Communication
 - Effective Nonverbal Communication
 - Researching Basic Contracting Statutes
 - Analyzing Regulatory Guidance for Service Contracts
 - FAR Citations
 - Writing a Problem Statement
 - Maintaining Your Relationship
 - Expanding Your Locus of Control
 - Finding and Evaluating Solutions
 - Recognizing Risk
 - Problem-Solving with Innovation
 - Risk Analysis
- Phase 2: A combination of instruction, graded knowledge checks, discussions, and practice activities to prepare you to complete mission challenges around:
 - Drafting a Problem Statement
 - Determining the Real Requirements
 - Assessing and Revising the Requirements
 - Generating a Work Breakdown Structure
 - Assessing Risks
 - Writing a Market Research Report
 - Selecting the Appropriate Requirements Document Type Writing a Problem Statement
 - Evaluating a Draft Statement of Work
 - Developing Contracting Strategy
 - Developing the Source Selection Plan
 - Drafting the Solicitation
 - Communicating with Offerors
- Phase 3: A combination of instruction, graded knowledge checks, discussions, and practice activities to prepare you to complete mission challenges around:
 - Populating an Agenda for the Source Selection Team Briefing
 - Responding to Late Offer Submission (based on GAO case)

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- Verifying Compliance of Offers Received
- Conducting a Price Evaluation
- Validating the Non-Price Evaluation
- Preparing for Discussions
- Recommending a Contractor for Award
- Phase 4: A combination of instruction, graded knowledge checks, discussions, and practice activities to prepare you to complete mission challenges around:
 - Conducting a Post-Award Orientation
 - Taking on a Services Acquisition
 - Administering the Contract
 - Navigating a Dispute
 - Handling a Proposed Modification
 - Performing Contract Closeout

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<https://www.managementconcepts.com/course/id/1092>



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