

Task and Delivery Order Contracting

Course Number: 1120

Length: 2 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Learn how task and delivery order contracts are adaptable and can be beneficial when an agency is unsure of its requirements. Choosing this contract instrument still requires the planning and other considerations associated with any contract type. You will gain an understanding of the planning, use, and administration of task and delivery orders, the variety of available contract vehicles, and the process for developing new task and delivery order contracts.

Intended Audience

This course is designed for personnel involved in ordering or administering task or delivery orders against existing task or delivery order contracts or who are considering the award of new task and delivery order contracts.

Course Learning Objectives

- Explain when and how to use task and delivery order contracts and the rules that guide them
- Select an appropriate contract vehicle to fulfill requirements for a specific acquisition
- Use Federal Supply Schedules correctly and innovatively
- Place task and delivery orders using existing non-schedule contract vehicles
- Describe the process to create task-order and delivery-order contracts
- Administer task and delivery orders

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: Overview |

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| | Lesson 2: Selecting an Appropriate Contract Vehicle Using Market Research |
| LUNCH | |
| AFTERNOON | Lesson 3: Federal Supply Schedules |
| HOMEWORK | Review lessons 1 to 3, read lessons 4 to 6. |

| DAY TWO | |
|-----------|--|
| MORNING | Lesson 4: Placing Non-Schedule Task and Delivery Orders Using Existing Contracts |
| | Lesson 5: Developing Intra-Agency Task and Delivery Order Contracts |
| LUNCH | |
| AFTERNOON | Lesson 6: Administration of Task and Delivery Orders |
| | Course Review and Evaluation |

Learning Methods

Lecture, discussion, practical exercises, case studies, and independent readings.

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Basic
- CPEs: 16

Professional Development Units (PDUs)

- Credits: 14

Continuous Learning Points (CLPs)

- Credits: 16

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Prerequisites

There are no prerequisites for this course.

Pework

There is no prework required for this course.

Requirements for Successful Completion

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.

Follow-On Resources

- [Market Research](#)
- [Contract Administration](#)

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Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/1120>



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