

# Advanced Simplified Acquisition Procedures

Course Number: 1177

Length: 5 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

## Course Description

Understand the processes and guidelines that govern simplified acquisitions under the Simplified Acquisition Threshold. Not only will you use practical exercises based on actual legal decisions to apply the basics of simplified acquisitions, but you will also be exposed to the ever-changing electronic commerce methods of acquiring supplies and services using required sources. If you are looking for an update on simplified acquisition procedures, consider taking the *Simplified Acquisition Refresher* course.

## Intended Audience

This course is designed specifically for students who are experienced in simplified acquisitions and seek training to enable them to increase their warrant level above \$25,000 or update and further their knowledge of *Federal Acquisition Regulation* (FAR) part 12 and 13 procedures.

## Course Learning Objectives

- Identify and use required sources to satisfy requirements where applicable
- Determine if commercial products and commercial services can satisfy the requirement
- Obtain adequate competition through market research and publicizing contract actions
- Use FAR 12.201-1 and part 13 procedures in conjunction with other appropriate parts of the FAR
- Determine priority of and appropriately apply small business preference programs
- Use simplified acquisition procedures to acquire commercial products and commercial services under FAR 12.201-1

## 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 | Administration and Introductions |

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|           |  |
|-----------|--|
|           | Lesson 1: Overview and Review                  |
| LUNCH     |  |
| AFTERNOON | Lesson 2: Planning for Simplified Acquisitions |
| HOMEWORK  | Review Lessons 1 and 2; read Lessons 3 and 4   |

| DAY TWO   |  |
|-----------|--|
| MORNING   | Lesson 2: Planning for Simplified Acquisitions, continued        |
|           | Lesson 3: Required Sources                                       |
| LUNCH     |  |
| AFTERNOON | Lesson 3: Required Sources, continued                            |
|           | Lesson 4: Socioeconomic, Labor, and Environmental Considerations |
| HOMEWORK  | Read Lesson 5  |

| DAY THREE |   |
|-----------|---|
| MORNING   | Lesson 4: Socioeconomic, Labor, and Environmental Considerations, continued |
|           | Lesson 5: Soliciting and Receiving Quotations and Offers                    |
| LUNCH     |   |
| AFTERNOON | Lesson 5: Soliciting and Receiving Quotations and Offers, continued         |
| HOMEWORK  | Read Lessons 6 and 7  |

| DAY FOUR |                                |
|----------|--------------------------------|
| MORNING  | Lesson 6: Evaluation and Award |
| LUNCH    |                                |

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|           |   |
|-----------|---|
| AFTERNOON | Lesson 6: Evaluation and Award, continued |
|           | Lesson 7: Contract Administration         |
| HOMEWORK  | Read Lesson 8 and prepare for final exam  |

| DAY FIVE  |  |
|-----------|--|
| MORNING   | Lesson 7: Contract Administration, continued |
|           | Lesson 8: Ethical Considerations             |
| LUNCH     |  |
| AFTERNOON | Course Evaluation and Exam                   |

## Learning Methods

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Lecture, discussion, exercises, and independent readings.

## Credits

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

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

### Professional Development Units (PDUs)

- Credits: 35

### Continuous Learning Points (CLPs)

- Credits: 40

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

August 2024 to July 2027: In the upper-division baccalaureate degree category, 3 semester hours in Procurement Management.

## Prerequisites

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## Suggested

- [Simplified Acquisition Procedures](#)

## 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.

Participants must achieve at least 70% (88 of 126 total points) on the following graded activities:

- Exercise: Is the Product or Service Commercial? — 26 points
- Exercise: Too Personal? — 10 points
- Exercise: Late Bid Rules — 10 points
- Exercise: Termination Determinations — 10 points
- Exam — 50 points
- Participation — 10 points

## Follow-On Resources

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- [Task and Delivery Order Contracting](#)
- [Contract Administration](#)
- [Service Contract Labor Standards Statute Overview](#)
- [Statement of Work \(SOW\) Workshop](#)

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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/1177>



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