

Advanced Simplified Acquisition Procedures Workshop

Course Number: 1277

Length: 3 days

Primary Delivery Method: Instructor-led online (synchronous)

Alternative Delivery Methods: Instructor-led live classroom

Course Description

Reinforce your confidence in successfully using simplified acquisition procedures (SAP) to help meet mission needs. In this immersive workshop, you will gain focused practice in vital skills such as oral solicitation, negotiation, and streamlined documentation. Leverage simplified procedures for diverse acquisitions from non-commercial product and noncommercial services procurements up to \$350,000 and commercial products and commercial services acquisition up to \$9 million. Outcomes include confidence, efficiency, productivity, communication, and compliance.

Intended Audience

This course is designed for acquisition and contracting professionals who wish to increase their mastery of applying *Federal Acquisition Regulation* (FAR) Part 13 procedures for acquisitions for non-commercial products and non-commercial services and FAR Part 12 procedures for commercial products and commercial services.

Course Learning Objectives

- Identify unique aspects of acquisitions using simplified acquisition procedures (SAP)
- Communicate with industry to solicit and negotiate contract objectives
- Produce appropriate documentation in accordance with SAP
- Use simplified procedures to acquire an open market item
- Use FAR 12.4 micro-purchase procedures to purchase a product or service
- Use FAR 12.201-1(e)(3) procedures to establish a blanket purchase agreement (BPA)
- Use FAR 12.201-1(e)(3) procedures to place a call against an existing blanket purchase agreement (BPA)
- Use FAR Part 12 SAP and FAR Part 18 procedures to conduct an emergency acquisition
- Use FAR Part 12 SAP and FAR Part 36 procedures to conduct a construction acquisition
- Use FAR Part 12 SAP and FAR Part 35 procedures to conduct a research and development (R&D) acquisition

Course Additional Features

- Producer Support
- Technical Support Team
- Extended Learning Bursts
- 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](#)

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Course Schedule

DAY ONE	
MORNING	Lesson 1: Using Simplified Acquisition Procedures
	Lesson 2: Oral Solicitation Skills
LUNCH	
AFTERNOON	Lesson 2: Oral Solicitation Skills, continued
	Lesson 3: Open Market Item

DAY TWO	
	Lesson 4: Negotiation Skills
LUNCH	
AFTERNOON	Lesson 5: Basic Micro-Purchase
	Lesson 6: Blanket Purchase Agreements (BPAs)

DAY THREE	
MORNING	Lesson 7: Purchase Card
	Lesson 8: Emergency Acquisition
LUNCH	
AFTERNOON	Lesson 9: Construction
	Lesson 10: R&D
	Lesson 11: Reflection

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Learning Methods

- Conducting oral solicitation and negotiation through role play
- Identifying required steps for different types of acquisitions in the context of small-group and large-group discussion

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Advanced
- CPEs: 24

Professional Development Units (PDUs)

- Credits: 21

Continuous Learning Points (CLPs)

- Credits: 24

Prerequisites

There are no mandatory prerequisites for this course.

Suggested

- [Simplified Acquisition Procedures](#)

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.

Participants must submit all graded activities *and* must also achieve at least 70% (44 of 64 total points) average on all the graded activities:

- Pre-assessment (Opening Exercises): 2 points
- Can I Use SAP? (Lesson 1): 12 points
- Elevator Maintenance, Part 2 (Lesson 3): 10 points
- Elevator Maintenance, Part 3 (Lesson 3): 6 points

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- Big-Box Laptops, Part 2 (Lesson 5): 6 points
- Big-Box Laptops, Part 3 (Lesson 5): 8 points
- Earthquake, Part 2 (Lesson 8): 10 points
- Earthquake, Part 3 (Lesson 8): 6 points
- Restroom Renovation, Part 3 (Lesson 9): 2 points
- End-of-Class Assessment (Lesson 11): 2 points

Follow-On Resources

- [Federal Contract Negotiation Techniques](#)
- [Task and Delivery Order Contracting](#)
- [Acquisition of Commercial Products and Commercial Services](#)
- [Emergency Contracting Basic Course](#)

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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/1277>



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