

Frequently Asked Questions

Course Title: Contract Administration

Course #: 1022

Duration: 5 Days

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

1. What business or organizational need does this course address?

Dissect challenges inherent in contract administration like contract modification, subcontractor oversight, performance monitoring, quality assurance, and other key phases. You will examine the duties performed by contracting personnel during the administration phase of the acquisition process and improve your knowledge and skills in overseeing contractor performance. You will gain a deeper understanding of contracts for commercial products and commercial services and those using simplified acquisition procedures.

2. Who should attend?

This course is designed for individuals seeking to further their knowledge related to the administration of federal contracts. CORs will find this course to be especially beneficial and will enable them to fulfill their continuous learning requirements for certification maintenance.

3. What will I learn how to do in this course?

- Plan for contract administration
- Conduct a postaward orientation
- Make decisions regarding a contractor's use of subcontracts
- Monitor contractor performance and resolve problems
- Identify and address delays in performance
- Modify contracts and exercise options
- Select and pursue a formal contract remedy and recognize fraud
- Identify and resolve contract disputes
- Examine labor laws, government property, intellectual property, and environment protection regulations
- Identify the methods to finance contracts for commercial products and commercial services and contracts for other than commercial products and commercial services
- Close out contracts

4. What kinds of activities are included in this course?

Lecture, discussion, exercises, and independent readings

Frequently Asked Questions

5. Are there prerequisites for this course?

Suggested:

- Level I FAC-C or DAWIA Contracting Certified
- [Introduction to Federal Contracting](#)
- [Contracting Officer's Representative Course](#)

6. Do I have to complete any prework for the course?

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

This course applies toward the DoD FM Certification Program.

8. Does this course count for credit toward a Management Concepts Certificate Program?

This is an elective course in the following program(s):

- [Business Analysis and Requirements Management Master Track](#)
- [Project Management Master Track](#)
- [Agile in Government Master Track](#)
- [Program Management Certificate Program](#)

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 40

NASBA Field of Study: Finance

NASBA Level: Basic

CEUs: 3.2

PDU: 35

CLPs: 40

10. What course(s) do you recommend after I complete this course?

Frequently Asked Questions

- [Changes Under Government Contracts](#)
- [Federal Contract Law](#)
- [Performance-Based Service Acquisition](#)
- [Administration of Cost-Reimbursement Contracts](#)
- [Contract Claims](#)

11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).