

# Frequently Asked Questions

**Course Title:** Advanced Simplified Acquisition Procedures Workshop

**Course #:** 1277

**Duration:** 3 days

**Delivery Method:** Instructor-led online (synchronous)

**Alternative Delivery Methods:** Instructor-led live classroom

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

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.

## 2. Who should attend?

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.

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

- 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

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

- Conducting oral solicitation and negotiation through role play

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- Identifying required steps for different types of acquisitions in the context of small-group and large-group discussion

## 5. Are there prerequisites for this course?

There are no mandatory prerequisites for this course.

Suggested:

- [Simplified Acquisition Procedures](#)

## 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?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

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

No, this course is not applicable toward a Management Concepts Certificate Program. However, many Management Concepts courses do count for credit toward a Management Concepts Certificate Program. Click [here](#) to see a full list of Management Concepts Certificate Programs.

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

The following credits are available for this course:

NASBA CPEs: 24

NASBA Field of Study: Finance

NASBA Level: Advanced

CEUs: 1.9

PDU: 21

CLPs: 24

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

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

## 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](#).

## 12. What's in it for me?

This outcome-based learning experience will enhance your confidence in applying simplified acquisition procedures and reinforce your ability to efficiently help fulfill mission needs.