COURSE SYLLABUS

Supply Chain Management for Contracting Certificate Program

Gain foundational knowledge in supply chain management tailored for contracting professionals. Learn key principles of procurement, supplier management, logistics, and risk mitigation in the contracting context.

Group classes (Washington, DC) and onsite training are available for this course.
For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/certificates/certificate-of-accomplishment-in-supply-chain-management-for-contracting-personnel



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Course Outline

This package includes these courses

- Simplified Acquisition Procedures Course (40 Hours)
- Fundamentals of Project and Program Management Course (40 Hours)
- Contracting Officer's Representative Course (40 Hours)
- Warehousing, Operations and Disposal Course (24 Hours)
- Planning, Managing and Controlling a Personal Property Inventory Course (24 Hours)
- Property Accountability: The Life Cycle Course (24 Hours)

Simplified Acquisition Procedures Course

This five-day foundational course teaches simplified acquisition guidelines under FAR Part 13 and federal policy. You will gain hands-on skills in initiating, evaluating, and awarding small-dollar contracts using GSA sources, market research, and electronic quoting platforms.

- Clearly state customer requirements.
- Locate sources of supply.
- Solicit for competition.
- Receive and evaluate quotations.
- Prepare appropriate documents.
- Use appropriate purchasing methods.
- Make contract awards.
- Ensure contract performance complies with requirements.

Fundamentals of Project and Program Management Course

Learn to initiate, plan, and monitor projects through a structured, five-day workshop focused on integrated project management tools. Participants engage in case-based exercises to apply stakeholder engagement, schedule tracking, acquisition planning, and performance monitoring aligned with federal acquisition requirements. Ideal for aspiring project and program managers.

- Examine program/project performance in terms of budget, schedule, and scope.
- Integrate multiple roles and responsibilities necessary to make critical program/project business decisions.
- Justify program/project management decisions as part of problem-solving exercises.
- Develop elements of key program/project management deliverables to plan a program or project throughout its life cycle.
- Define the process for developing program requirements and performance work statements that define the project, addressing roles and missions.
- Connect principles of systems engineering to monitoring and controlling a program/project.
- Interpret information in case studies, real-world scenarios, and project summaries to address an organizational need.

Contracting Officer's Representative Course

Gain a comprehensive understanding of the COR's role, including contract management, ethical considerations, and performance monitoring. This course equips participants to ensure contractor compliance and protect the government's interests.

- Understanding the duties, limitations, and authority of the COR.
- Managing contract performance, schedules, and expenditures.
- Addressing ethical considerations and preventing fraud, waste, and abuse.
- Monitoring contractor performance and handling contract modifications.
- Participating in contract closeout and ensuring timely invoice reviews.

Warehousing, Operations and Disposal Course

Become proficient in warehousing and disposal operations used across federal agencies. This four-day course covers materials handling, space utilization, inventory control systems, and disposal protocols. Learners engage in real-world practice to ensure compliance and effectiveness in managing government property.

- Describe accountability in the receiving process.
- Explain how to receive hazardous materials.
- Differentiate among the various aspects of warehousing, including utilization of space, locator systems and materials handling equipment (MHE).
- Define storage management, including types of storage, space requirements, floor plans and layout, and storage aids and accessories.
- Summarize the importance of security in inventory management.

Planning, Managing and Controlling a Personal Property Inventory Course

Participants will apply project management best practices to design and execute personal property inventories. Topics include scoping, scheduling, budgeting, stakeholder coordination, conducting physical counts, and applying lessons learned.

- Explain the principals of federal personal property.
- Describe the basic elements of project management.
- Apply the principles of project management to a personal property inventory.

- Define the scope of an inventory.
- Create a plan for conducting the property inventory including time and resource estimates.
- Conduct a property inventory.
- Manage the property inventory by monitoring performance and making necessary adjustments.
- Apply "lessons learned' to future property inventories.

Property Accountability: The Life Cycle Course

- Select life-cycle management for personal property.
- Describe factors for determining the need for equipment.
- State supply sources and the acquisition process.
- Discuss specific responsibilities of property managers in the accountability phase.
- Discuss the inventory management functions of the accountability phase.
- Summarize situations that require the disposal of property.
- Explain the methods, time frames, and responsibilities for disposal.