COURSE SYLLABUS

FAR Basics Course

Gain a foundational understanding of the Federal Acquisition Regulation (FAR) and its application in federal procurement processes.

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/courses/far-basics



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Course Outline

Module 1: Introduction to the FAR

- Understand the purpose and structure of the Federal Acquisition Regulation (FAR)
- Learn how to access and navigate the FAR
- Identify the three phases of the acquisition process
- Review FAR supplements and agency-specific regulations
- Examine the Christian Doctrine and its implications in contract law

Module 2: FAR Subchapter A: General

- Discuss roles and responsibilities in the federal acquisition process
- Understand ethical principles and standards of conduct
- Review definitions and administrative structure within the FAR
- Explore improper business practices and conflicts of interest
- Learn about contract files, storage, and administrative matters

Module 3: FAR Subchapter B: Competition and Acquisition Planning

- Understand competition requirements and exceptions
- Explore the acquisition planning process and required documentation
- Review required sources of supply and services
- Study procedures for market research and publicizing contract actions
- Learn methods for describing agency needs and acquiring commercial items

Module 4: FAR Subchapter C: Contracting Methods and Contract Types

- Examine simplified acquisition, sealed bidding, and negotiation methods
- Understand contract types (fixed-price, cost-reimbursement, T&M)
- Review special contracting methods like BPAs and letter contracts
- Compare solicitation, evaluation, and source selection techniques

Module 5: FAR Subchapter D: Socioeconomic Programs

- Understand small business and socioeconomic contracting programs
- Review set-asides, subcontracting plans, and SBA coordination
- Study labor laws: Service Contract Act, Davis-Bacon Act, EEO requirements
- Explore environmental, energy, and sustainability acquisition policies

Module 6: FAR Subchapter E: General Contracting Requirements

- Learn about contract financing and progress payments
- Understand contract cost principles and accounting standards (CAS)
- Review taxes, insurance, bonding, and intellectual property considerations
- Study protest, dispute, and claim resolution procedures

Module 7: FAR Subchapter F: Special Categories of Contracting

- Explore major systems acquisition and earned value management
- Review research and development (R&D) contracting methods
- Understand personal vs. non-personal services and ADA implications
- Learn about service contracts and performance-based acquisition

Module 8: FAR Subchapter G: Contract Management

- Identify roles in contract administration and post-award orientation
- Understand contract modification types (unilateral, bilateral)
- Review contract quality assurance, surveillance plans, and performance info
- Explore novation agreements and change-of-name procedures

Module 9: FAR Volume II – Subchapter H: Clauses and Forms

- Differentiate between provisions and clauses
- Learn how to apply clauses appropriately in solicitations and contracts
- Review essential standard forms (e.g., SF1402, SF120) used in acquisitions
- Use clause/provision matrices to identify required contract language