COURSE SYLLABUS

Shaping Smart Business Arrangements Course

Explore federal acquisition from pre-solicitation through post-award administration. Understand how to shape competitive and ethical business arrangements aligned with FAR and DFARS.

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/shaping-smart-business-arrangements



CustomerRelations@graduateschool.edu • (888) 744-4723

Course Outline

Module 1: Goals of the Federal Acquisition System

- Defines the primary objectives of the Federal Acquisition System (FAS)
- Explains the importance of delivering best value products and services
- Explores acquisition goals including efficiency, competition, and transparency
- Introduces guiding principles of the FAR and strategic procurement

Module 2: Roles and Responsibilities: the Federal Branches and the Private Sector

- Outlines the roles of the Executive, Legislative, and Judicial branches in acquisitions
- Discusses the responsibilities of acquisition personnel and stakeholders
- Explores industry partnerships and contractor responsibilities
- Illustrates how collaboration shapes acquisition success

Module 3: Basic Statutes, Regulations, and the Legislative History of Acquisitions

- Explains foundational acquisition statutes and regulations (e.g., FAR, Competition in Contracting Act)
- Describes how statutes and regulations impact acquisition practices
- Highlights the evolution of federal procurement laws
- Introduces key legislative milestones shaping modern acquisition

Module 4: Building Successful Acquisition Teams

- Defines characteristics of high-performing acquisition teams
- Explores communication, leadership, and collaboration skills
- Outlines team roles and decision-making frameworks
- Provides strategies for aligning teams with project goals

Module 5: Problem Solving Techniques

- Introduces structured approaches to solving acquisition challenges
- Discusses critical thinking and decision analysis models
- Explores brainstorming and consensus-building techniques
- Emphasizes root cause analysis and continuous improvement

Module 6: Leadership

- Highlights the role of leadership in the acquisition environment
- Introduces leadership styles and their impact on teams
- Explores ethical decision-making and accountability
- Discusses strategies for motivating and influencing others

Module 7: Introduction to the Federal Acquisition Process

- Provides an overview of the acquisition life cycle
- Identifies major phases from planning to closeout
- Explains key decisions and documentation at each stage
- Introduces acquisition planning and market research

Module 8: Presolicitation Phase

- Details tasks involved in defining requirements and market research
- Explains development of acquisition strategies
- Outlines pre-solicitation notices and approvals
- Describes roles of program and contracting personnel

Module 9: Solicitation and Award Phase

- Explores methods of solicitation and evaluation criteria
- Explains proposal review and competitive range determination
- Details contract award procedures and documentation
- Covers communications with offerors and protest considerations

Module 10: Postaward Administration Phase

- Covers contract performance monitoring and modifications
- Explains invoicing, payments, and reporting requirements
- Details contractor communication and issue resolution
- Outlines contract closeout responsibilities

Module 11: Special Contract Administration Matters

- Examines contract modifications, terminations, and related clauses
- Describes bond requirements and administration
- Covers handling of claims and equitable adjustments
- Outlines remedies for noncompliance and default

Module 12: Standards of Conduct

- Explores ethical responsibilities of acquisition professionals
- Introduces conflict of interest regulations and reporting
- Outlines gift acceptance policies and anti-corruption laws
- Emphasizes integrity in government procurement

Module 13: Acquisition Career Fields

- Introduces career paths in acquisition, including contracting and program management
- Explains required certifications and training programs
- Details professional development resources and opportunities
- Highlights competencies for long-term success in the acquisition workforce