

BUS 330 – Contract Administration and Management

Course Description

Presents the general policies and procedures for federal contract administration in accordance with the Federal Acquisition Regulation. Reviews the responsibilities of contract administration including pre- and post-award activities, contract oversight, quality assurance, compliance, financing, cost controls, documentation, terminations and disputes, and subcontract management. Discusses coordination with procurement activities and audit agencies.

Instructional Materials

Stanberry, S. A. (2012). *Federal contracting made easy* (4th ed.). Vienna, VA: Management Concepts.

Course Learning Outcomes

1. Explain the basics of how and from whom the federal government buys what it needs.
2. Apply the rules of federal government contracting.
3. Compare the government's key players and describe their main functions.
4. Differentiate between business sizes and analyze the opportunities for small businesses.
5. Evaluate common small-business preference programs.
6. Analyze the subcontracting opportunities and the Department of Defense Mentor-Protégé Program.
7. Examine the Federal Supply Schedule program.
8. Assess the different marketing methods used to market to the federal government.
9. Compare the support programs available to small-business contractors.
10. Assess the simplified acquisition methods.
11. Analyze the sealed-bidding process.
12. Analyze the negotiated procurement process.
13. Differentiate between the parts and sections of the Uniform Contract Format.
14. Compare and contrast fixed-price contracts and cost-reimbursement contracts.
15. Examine other contract types commonly used in federal contracting.
16. Examine the general policies and procedures related to the contract administration functions.
17. Use technology and information resources to research issues in contract administration and management.
18. Write clearly and concisely about contract administration and management using proper writing mechanics.