



# CONTRACTING FOR NON-CONTRACTING PERSONNEL

*Working Effectively in Contracting Efforts for Technical Specialists and Leaders*

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A 3-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## **Course Description:**

Each year the USA spends over \$380 Billion on government contracts yet getting the correct outcomes from a contract is complex and often less than fully successful. Technical and Functional specialists, who work outside the contracting office, must work from a foundational knowledge of the Federal Acquisition Regulation and contracting practice to properly specify requirements, evaluate proposals, and accept final deliverables.

This workshop dives straight into the processes and documents required to hire the right contractor and achieve a successful outcome. Your personnel will be able to work more effectively on service or product purchases by knowing the laws, terms, policies, and schedules that drive actions by your Contracting Officer.

## **Learning Objectives & Topics Covered in this Workshop:**

- Overview of the FAR System and Contracting Terms
- Roles and Responsibilities
- Timelines, Steps and a Roadmap to Getting on Contract
- Developing Requirements
- The impact of Public Law, Regulations and Directives
- Types of Contracts and Requirements Documents
- Evaluation Factors, Performance Standards, and Performance Incentives

**Audience:** This workshop is designed for Technical- and Subject Matter- Specialists who work with contract management.

### **Toolkits:**

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information:**

**CPE Credits:** 23.0

**CEU Credits:** 2.0

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**NASBA Program Level:** Basic

**NASBA Field of Study:**

Specialized Knowledge

**Delivery Method:** Group Live – Live Virtual Classroom

