



# PERFORMANCE-BASED CONTRACT ADMINISTRATION

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A 2-Day Hands-On TMS Experience  
*Delivered in Live or Live Virtual Classrooms!*

## Course Description:

This workshop addresses the difference between traditional contracting approaches and Performance-Based approaches in administering contracts. The PWS and QASP are among the most critical documents of the entire Performance-Based contracting process and are heavily discussed and reviewed in this workshop. You will learn how the contractor views PWS and how that impacts your QASP development. You will learn to develop innovative ideas, plans, and strategies, **in class**, tailored to your organization and designed to empower you to build your documents into dynamic, strong, effective tools to administer your contracts.

## Learning Objectives & Topics Covered in this Workshop:

- Differentiate between the traditional approach and the performance-based approach to administering contracts.
- Outline the next steps following the award of a performance-based contract.
- Observe the key activities following the award of a performance-based contract and apply that knowledge to the day-to-day contracting environment.
- Identify the proper use of surveillance plans, incentives, and other tools that lead to enhanced contractor performance, cost savings, and customer satisfaction.
- Identify practical methods for inspecting, measuring performance, and applying incentives.
- Maximize the benefits of performance-based service contracts.
- Measure and document contractor performance and reach successful contract completion.
- Use tools to objectively enforce, monitor and assess performance, receive, and accept services, and close contracts.
- Effectively settle contract disputes through the use of industry best practices

**Audience:** This workshop is designed for all government personnel.

### **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:** 15.0

**CEU Credits:** 1.3

### **Suggested Program**

**Prerequisites:** Project Management, Monitoring and Documenting Contractor Performance

**Advanced Preparation:** None  
**NASBA Program Level:** Basic/Intermediate

**NASBA Field of Study:** Specialized Knowledge

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





- Administer performance-based contracts using tips from industry leaders.

Particularly attractive features of this workshop are the in-class exercises, which give the attendees hands-on experience with the critical elements of Performance-Based Contract Administration.

**Items you will take home from this workshop and use well after your training is complete:**

- *How to Write a PWS & QASP checklist*
- *PWS & QASP Online Toolkit*