


Acquisition Course Catalog

DELIVERING THE TOOLS
YOU WANT AND NEED TO
EXCEL PROFESSIONALLY



**TECHNICAL
MANAGEMENT
SERVICES**



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Artificial Intelligence Literacy for the Federal Workplace

A 2-Day Workshop, 8 Hours Each Day

Course Description:

This foundational workshop offers a practical, beginner-friendly introduction to artificial intelligence (AI) with a focus on relevance and application in the federal workplace. Designed specifically for public sector employees with little to no prior experience in AI, this engaging two-day course breaks down complex technical concepts into understandable frameworks and real-world examples.

Participants will explore essential topics such as machine learning, natural language and processing, and gain insights into how AI is currently being used to automate tasks, increase data accuracy, and support mission-critical decisions across agencies. The workshop includes interactive discussions, live demonstrations, and case studies illustrating how AI is transforming areas such as procurement, HR, compliance, and data analysis in government operations.

Participants will leave with a foundational understanding of AI technologies, key terminology, federal policy context, and practical use cases tailored to their work environments.

Learning Objectives & Topics Covered in this Workshop:

- Understand core concepts of artificial intelligence, including machine learning, deep learning, natural language processing (NLP), and computer vision.
- Review how agencies are currently using AI to improve efficiency, transparency, and public service delivery.
- Build confidence with essential terminology including algorithms, models, training data, bias, and explainability.
- Human-AI Collaboration: Explore how humans and AI can work together effectively through automation, augmentation, and decision support.
- AI Ethics and Federal Policies: Learn about Executive Orders, OMB memos, and agency frameworks guiding trustworthy and ethical use of AI in government.
- Discover how tools like ChatGPT and similar large language models are being used in communications, compliance review, and content creation.
- AI Readiness and Digital Literacy: Evaluate organizational readiness and explore strategies for upskilling, responsible adoption, and workforce engagement.
- Case Studies and Demonstrations of AI tools and applications commonly used in federal workplaces.

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: 16.0

CEU Credits: 1.6

Suggested Program

Prerequisites: None

Advanced Preparation:

None

NASBA Program Level:

Basic

NASBA Field of Study:

Personal Development

Delivery Method: Group Live

– Live Virtual Classroom





Artificial Intelligence (AI) Primer for the Federal Acquisition Workforce

*A 6-Hour Hands on TMS Experience
Delivered in Live or Live Virtual Classrooms!*

Course Description:

This 6-hour course is specifically designed for members of the federal acquisition workforce who are interested in leveraging Artificial Intelligence (AI) to revolutionize procurement processes and tasks. The course offers an in-depth look at how AI can enhance efficiency and improve outcomes within the federal acquisition landscape. Through expert-led lectures, case studies, and interactive discussions, participants will explore strategic approaches to integrating AI into procurement processes, understand best practices for AI adoption, and examine real-world applications of AI that are relevant to federal acquisition professionals.

Learning Objectives & Topics Covered in this Workshop:

- **Leveraging AI in the Federal Procurement**
 - Exploring AI tools and technologies to enhance procurement efficiency
 - AI integration in federal procurement
- **Best Practices for AI Integration in Federal Acquisition**
 - Key considerations and strategies for successful AI adoption in procurement processes
 - Identifying opportunities for AI application within participants' own agencies and processes
- **AI Applications for Federal Acquisition Professionals**
 - Hands-on demonstration and walk through of AI tools and software applicable to the acquisition process
 - Group activity: Innovative AI uses in participants' specific areas of work
- **Developing an AI Implementation Plan for Acquisition Processes**
 - Guided session: Creating a roadmap for AI integration tailored to the needs of the federal acquisition workforce
 - Sharing insights, challenges, and action plans for leveraging AI in procurement

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: 6.0

CEU Credits: 0.6

Suggested Program

Prerequisites:

Advanced Preparation:

NASBA Program Level:

NASBA Field of Study:

Delivery Method: Group Live
– Live Virtual Classroom





Federal Appropriations Law

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

Course Description:

This training course will ensure attendees are aware of the regulations of the U.S. General Accounting Office Principals of Federal Appropriations Law (Red Book) that they must abide by. The instructor will walk through case studies, examples, and hands-on exercises to ensure participants understand how to help prevent misuse of appropriated funds resulting in anti-deficiency and other adverse actions.

Learning Objectives & Topics Covered in this Workshop:

- Determine the legal availability of appropriations as to purpose, time, and amount
- Identify sources of appropriations, how an office gets money, and what happens to funds at the end of the year
- Follow the appropriation cycle from appropriation to expense
- Understand the different types of appropriations and the rules that apply to each
- Understand the flexibilities and limitations in the use of appropriations
- Understand the purpose for which appropriations are legally available
- Ensure that obligations are charged to the correct fund source
- Understand the different vehicles for recording obligations: contracts, salaries, and grants
- Avoid violations of the Anti-deficiency Act and their consequences
- Know the proper checks and balances put in place to avoid ADA problems
- Understand regulations relating to liability and relief of accountable officers
- Make informed decisions when more than one appropriation or fund is available

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: 16.0

CEU Credits: 1.6

Suggested Program

Prerequisites: None

Advanced Preparation:

None

NASBA Program Level: Basic

NASBA Field of Study:

Business Law

Delivery Method: Group Live

– Live Virtual Classroom





Strategic Sourcing: Key Elements

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

Course Description:

Designed for all levels of government employees, this workshop takes you through the Strategic Sourcing process step-by-step. It tells you what it is, why it exists, and how to successfully use it in your organization. This workshop will give you clear, solid, practical advice—and high-level thinking—about strategic sourcing for government organizations using case studies and examples from both industry and federal government implementation.

You will discuss strategic sourcing models, key implementation, and OMB regulatory compliance considerations.

Learning Objectives & Topics Covered in this Workshop:

- Define Strategic Sourcing terms and key principles
- Understand how strategic sourcing principles apply to acquisitions within your agency or organization
- Develop measures and metrics for organizational assessment
- Understand how to apply processes and techniques to assess and identify strategic sourcing opportunities
- Understand what strategic sourcing is and what strategic sourcing is not
- Explore what industry and government agencies are doing regarding strategic sourcing
- How to apply strategic sourcing principles to transform organizations and improve acquisition life-cycle results – saving time, reducing costs, and enhancing mission outcomes

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: 16.0

CEU Credits: 1.6

Suggested Program

Prerequisites: None

Advanced Preparation:

None

NASBA Program Level:

Basic

NASBA Field of Study:

Specialized Knowledge

Delivery Method: Group Live

– Live Virtual Classroom





Implementing Agile Techniques in an Acquisition Environment

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

Course Description:

This workshop is designed to provide a roadmap for acquisition teams to apply agile project management and techniques from the scrum system. You will see how scrum can be used to better acquisition outcomes and provide improved public value for program offices, maintainers, end users, contracting officials, and contractors.

Learning Objectives & Topics Covered in this Workshop:

- Agile perspective shift
 - Broad, interdisciplinary teams
 - Solutions vs. checklists
 - Fast outputs vs. perfect outputs
 - Total, constant, consistent system integration
 - End-user-based decision making
- Establishing your “battle rhythm”
 - Daily scrums
 - Early risk identification and mitigation
 - Reduced duplication of effort
 - Improved work distribution
- Scrum artifacts and fulcrums
 - Clarify outcomes with user stories
 - Chart the requirements backlog
 - Estimate each phase of acquisition with a burndown chart
 - Move deliverables forward transparently with Kanban.
- Documenting success
 - Identifying stakeholder motives and desires
 - Customer-focused work prioritization
 - System-level and decomposed knowledge management
 - Providing cradle-to-cradle support for maintenance, repairs, spares, retirement, and follow-on system plans

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: 16.0

CEU Credits: 1.6

Suggested Program

Prerequisites: None

Advanced Preparation:

None

NASBA Program Level:

Basic

NASBA Field of Study:

Specialized Knowledge

Delivery Method: Group Live

– Live Virtual Classroom





Justifications and Approvals

*A 1-Day Hands on TMS Experience
Delivered in Live or Live Virtual Classrooms!*

Course Description:

As an acquisition professional, knowing when a J&A is required and how to write an effective J&A will ensure your acquisitions are per the policy on competition in government contracting and reduce the likelihood that contract actions will be protested, saving time and money for your agency. This one-day workshop for government acquisition personnel is designed to give a thorough insight into how to determine the need for a Justification and Approval, how to write a J&A, and how-to review and approve a J&A.

Learning Objectives & Topics Covered in this Workshop:

- Government Contracting Competition Policy
- J&A Policy
- Determine if a J&A is required for an acquisition requirement
- Required J&A components
- Effective J&As
- Write a J&A that fully justifies the agency's needs within the limitations and exceptions identified in the Federal Acquisition Regulations (FAR) Part 6

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: 8.0

CEU Credits: 0.8

Suggested Program

Prerequisites: Fundamentals of Contracting

Advanced Preparation:

None

NASBA Program Level:

Basic

NASBA Field of Study:

Specialized Knowledge

Delivery Method: Group Live

– Live Virtual Classroom





Source Selection Evaluation Board (SSEB)

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

Course Description:

Designed solely with the government professional in mind, this workshop will provide you with detailed guidance on how to be an effective SSEB member. You will learn the roles and responsibilities of an SSEB team member, how to evaluate a proposal, how to spot problems in a proposal, red flags that indicate a contractor will not perform well, legal issues, source selection activities, and procedures, and you will be given step-by-step instructions on how to fully document your findings.

This unique SSEB workshop will be highly tailored for your organization and provides hands-on proposal evaluation exercises – with actual proposals!

Learning Objectives & Topics Covered in this Workshop:

- Source selection overview
- Preparation
 - SSEB organizational structure
 - The source selection evaluation room
 - Who has access?
 - Resources
 - Schedules and milestones
- Roles and responsibilities
- Legal issues of being on a source selection board
- The regulations
- Source selection activities and procedures
- How to evaluate a proposal
- Documenting your findings
 - Documentation requirements
 - Tips and techniques to make your documentation easier and better
- The decision briefing
 - Preparing the briefing
 - Delivering the briefing
- Post-award debrief

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: 16.0

CEU Credits: 1.6

Suggested Program

Prerequisites: None

Advanced Preparation:

None

NASBA Program Level:

Basic

NASBA Field of Study:

Specialized Knowledge

Delivery Method: Group Live

– Live Virtual Classroom





Source Selection Evaluation Board (SSEB) for DOD

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

Course Description:

This workshop will provide you with detailed guidance on how to be an effective SSEB member and ensure compliance with the most recent mandated DoD Source Selection Procedures. You will learn the roles and responsibilities of an SSEB team member, how to evaluate a proposal, how to spot problems in a proposal, red flags that indicate a contractor will not perform well, legal issues, source selection activities and procedures IAW FAR part 15 and OUSD Memorandum 'Department of Defense Source Selection Procedures' dated April 1, 2016, and you will be given step-by-step instructions on how to fully document your findings.

This workshop uses actual solicitations and proposals to apply the knowledge gained in class in a visceral, real way.

Learning Objectives & Topics Covered in this Workshop:

- Source selection overview: process, schedules, rules
- Preparation: training, security, forms, lawyers
- Understanding value adjusted total evaluated price
- Roles and responsibilities: leaders, members, & risks
- Legal issues of being on a source selection board
- Source selection activities and procedures
- How to evaluate a proposal
- Documenting your findings
- The decision briefing
- Post-award debriefs

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: 16.0

CEU Credits: 1.6

Suggested Program

Prerequisites: None

Advanced Preparation:
None

NASBA Program Level:
Basic

NASBA Field of Study:
Specialized Knowledge

Delivery Method: Group Live
– Live Virtual Classroom





Determining Contract Types

*A 1-Day Hands on TMS Experience
Delivered in Live or Live Virtual Classrooms!*

Course Description:

This workshop teaches government employees how to determine the correct contract type for each contracted effort. Learn how to properly use contract types as a valuable tool to motivate contractor performance and the effect that contract type has on areas critical to program success such as technical performance, logistics support, cost, and schedule. Attendees will learn how subjective evaluation of contractor performance in areas that are susceptible to judgmental and qualitative measurement and evaluation can be supported by objective measurement for performance-based fee determination.

In this class, you will learn the “how-to’s” of contract type planning and implementation.

Learning Objectives & Topics Covered in this Workshop:

- Demonstrate why it is important to select the most appropriate type of contract and how to do so
- Identify and list the differences between fixed-price and cost contracts
- Demonstrate how incentive contracts work
- Distinguish between how the level of effort and indefinite delivery contracts work
- Apply the basic accounting rules that govern government contracting
- Explain what commercial items contracting and performance-based contracting involve

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: 8.0

CEU Credits: 0.8

Suggested Program

Prerequisites: None

Advanced Preparation:

None

NASBA Program Level:

Basic

NASBA Field of Study:

Specialized Knowledge

Delivery Method: Group Live

– Live Virtual Classroom





Understanding Cost Analysis in the Acquisition Environment

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

Course Description:

This workshop is designed solely with the government professional in mind. This workshop will provide you with detailed guidance on how to conduct Cost/Price Analysis in a diligent, efficient, and effective manner. Cost/Price Analysis is an art, and the Government must confidently know all the facts relative to the analysis to ensure successful acquisitions. Participants of this workshop will learn how to place the Government in a preferred position for exchanges with offerors by learning how the Contractors' numbers are derived and how to question proposed costs to ensure the Government pays only reasonable and realistic costs. You will learn the roles and responsibilities of each Cost/Price Team member during Source Selection, how to spot problems in a cost or price proposal, and legal issues, and you will be given step-by-step instructions on how to fully document your findings and negotiations in a Cost/Price team memorandum.

Learning Objectives & Topics Covered in this Workshop:

- Understanding the principles and regulations behind cost and price analysis
- Know how to understand and question proposed costs
- Determining whether an offer is fair and reasonable
- Obtaining an unbiased realistic cost estimate for what is being purchased through the use of the IGCE
- Conducting relevant and accurate research
- Tailoring model formats
- Looking at historical information/data
- How to analyze cost data
- How to evaluate a proposed price
- Documenting your findings
- Price negotiation memorandum

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: 24.0

CEU Credits: 2.4

Suggested Program

Prerequisites: Leadership Skills for Contracting Professionals

Advanced Preparation: None

NASBA Program Level: Basic

NASBA Field of Study: Personal Development

Delivery Method: Group Live – Live Virtual Classroom

