

***PROCUREMENT AND CONTRACTING***  
***JOSE LENG, COORDINATOR 757-4126***

**UPDATED: 05 MAY 2000**

CONTRACTING OFFICERS REPRESENTATIVE COURSE-REFRESHER

GSA 101

INTEGRATING COMMERCIAL PRACTICES WITH GOVERNMENT BUSINESS  
PRACTICES

NAVAIR PROCUREMENT PROCESS

NAVY SUPPLY COMMERCIAL PURCHASE CARD COURSE

NAVSUP CONTRACTING OFFICER'S REPRESENTATIVE COURSE (COR)

NAVSUP SIMPLIFIED ACQUISITION COURSE

PERFORMANCE BASE SERVICE ACQUISITION (PBSA):

TEAMING FOR PERFORMANCE BASED RESULTS

PERFORMANCE BASED STATEMENTS OF WORK

<b>COURSE TITLE:</b>	<b>CONTRACTING OFFICERS REPRESENTATIVE COURSE - REFRESHER</b>	
<b>VENDOR:</b>	Naval Air Warfare Center Aircraft Division	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
485098 475979	26 June 00 19 July 00	26 May 00 26 June 00
<b>TIME:</b>	8:00 a.m. - 11:00 a.m.	
<b>DESCRIPTION:</b>	The Contracting Officer's Representative training is mandatory for government employees nominated to monitor contractor support services, including hardware requirements, those requiring unusual monitoring and surveillance, or technical discussions to clarify the statement of work. Once certified as a COR, refresher training must be completed every three years prior to being re-appointed as a COR. Topics addressed will include: COR authority, general responsibilities in particular practices relative to service contracts and updated information regarding acquisition policies.	
<b>OBJECTIVE:</b>	Upon completion of this course, participants should be more knowledgeable in the current information regarding COR obligations and be eligible for re-appointment as a COR.	
<b>AUDIENCE:</b>	Current CORs requiring refresher training for re-certification.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>GSA 101</b>	
<b>VENDOR:</b>	GSA/FSS/3FM-B 14000 Jericho Park road Bowie, MD 20715	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
484397	27 July 00	27 June 00
<b>TIME:</b>	9:00 a.m. - 3:00 p.m.	
<b>DESCRIPTION:</b>	GSA 101 features presentations on products and services offered by GSA Federal Supply Service.	
<b>OBJECTIVE:</b>	<p>Upon completion of the training, participants should know:</p> <ul style="list-style-type: none"> <li>• Catalog Products: Thousands of your most frequently used office supplies, cleaning products, paint and tools available on demand.</li> <li>• GSA Schedules: Hundreds of thousands of commercial products and services available directly from GSA vendors/contractors. Also, learn about the Schedule E-Library, which provides contract award information, basic schedules ordering guidelines, complete listing of all schedules, and a powerful search engine.</li> <li>• Property Management: Your key to obtaining and transferring your agency's excess Federal property. Learn about utilization, donation, and sales. Remember, utilization is your first source of supply.</li> <li>• Travel and Transportation: Access to commercial travel agents offering reduced rates on tickets, lodging, and rental cars. Learn about the Government Purchase Card, household and office relocations, and more.</li> <li>• GSA Advantage: An on-line ordering system that allows agencies to search all GSA sources of supply and select the items that are best value for their requirements. GSA Advantage! Offers over 740,000 items available for purchase using your GSA Smart-Pay Government Purchase Card.</li> <li>• JWOD/NIB/NISH: Information about the Javits Wagner O'Day (JWOD) Act which makes the purchase and services offered by the National Industries for the Blind and National Industries for the Severely Disabled (NIB/NISH) mandatory when they meet your agency needs. Also a display of the quality products provided by this important organization.</li> </ul>	
<b>AUDIENCE:</b>	Procurement Analysts, COR's, secretaries, administrative assistants, and all personnel working in support of functions such as purchasing, contracts, purchase card holders, and property management personnel.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>INTEGRATING COMMERCIAL PRACTICES WITH GOVERNMENT BUSINESS PRACTICES</b>
<b>VENDOR:</b>	National Association of Purchasing Management (NAPM) 2005 East Centennial Circle P.O. Box 22160 Tempe, AZ 85285-6276
<b>LOCATION:</b>	The course is a self-directed, asynchronous web-based learning course , which you can take anywhere at anytime because it's available 24 hours, seven days a week.
<b>COURSE CODE:</b>	<b>DATE:</b>
486726	OPEN. This course is an on going web based training.
<b>DESCRIPTION:</b>	This course is designed to familiarize participants in utilizing best business practices in its acquisition processes. Department of Defense (DoD) may be able to reduce cycle times, drive out costs, and buy better weapons systems.
<b>OBJECTIVE:</b>	Upon completion of this course, attendees should be able to: <ul style="list-style-type: none"> <li>• Identify and describe commercial procurement “Best Practices”.</li> <li>• Compare and contrast commercial practices with government practices.</li> <li>• Demonstrate with your team how the integration of commercial procurement “best practices’ into government processes can improve the productivity of the integrated procurement team.</li> </ul>
<b>AUDIENCE:</b>	Members of the DoD acquisition workforce are the intended audience for this program. They function as members of Integrated Product Teams (IPT) with representation from procurement, supply, technical development, and quality control. (GS-09 through GS-15) <b>Note</b> – This course can provide 24 of the 80 hours of continuous learning points applicable towards the continuing educational requirement. Both NCMA and NAPM will also grant continuing education hours.
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>Note:</b> Contractor personnel must register directly to the vendor by visiting ncma-napm website at <a href="http://www.ncma-napm.org/indexmain.htm">http://www.ncma-napm.org/indexmain.htm</a> .
<b>PREREGISTRATIONS:</b>	Your letter of enrollment will contain instructions and directions where to go on the world wide web to start login for this course.
<b>LENGTH:</b>	90 Days to Complete.
<b>COST:</b>	\$100.00
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card). EMPLOYEE must circle “V” in Block 22, under “Payment” on the Initial Training Request Form.

<b>COURSE TITLE:</b>	<b>NAVAIR PROCUREMENT PROCESS</b>	
<b>VENDOR:</b>	NAVAIR	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATES:</b>	<b>NOMINATION DEADLINE:</b>
475713	19-22 June 00	18 May 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This four day course focuses on methods and procedures required in the preparation of procurement initiation documents (PIDs) for materials and services.	
<b>OBJECTIVE:</b>	<p>At the completion of this course, participants should be able to:</p> <ul style="list-style-type: none"> <li>• Understand the procurement process, including acquisition planning and defining and integrating requirements into a quality procurement package.</li> <li>• Understand the importance that teamwork and individual responsibility play in developing quality procurement initiation documents and contracts.</li> <li>• Apply practical application training in the preparation and/or processing of procurement initiation documents and the process of integrating supporting requirements.</li> </ul>	
<b>AUDIENCE:</b>	NAVAIR acquisition personnel Level I and Level II, who are or will be directly involved in reviewing, preparing or integrating technical requirements, attachments, etc., into procurement documentation.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate pending space availability. Contractor personnel must have the endorsement of the COR to validate that the course is consistent with contract requirements.	
<b>LENGTH:</b>	4 Days	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>NAVY SUPPLY COMMERCIAL PURCHASE CARD COURSE</b>	
<b>VENDOR:</b>	Fleet and Industrial Supply Center PMR Detachment Norfolk 1968 Gilbert Street, Suite 600 Norfolk, VA 23511-3392	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
478607	14 September 00	21 August 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to teach concepts, methods and procedures to be used when making purchases with dollar values less than or equal to \$2,500.00 using the credit card as a method of payment. There will be an examination at the end of the course consisting of fifty true/false questions.	
<b>OBJECTIVE:</b>	<p>Upon completion of the course, participants should be able to:</p> <ul style="list-style-type: none"> <li>• Analyze the requirements of a small purchase and to effectively follow the rules relative to the credit card.</li> <li>• Apply approved techniques employed in effective small purchase actions.</li> <li>• Apply laws and regulations governing Department of Defense small purchase procedures.</li> </ul>	
<b>AUDIENCE:</b>	Anyone required to use a government credit card to make purchases as described above. This course is not necessarily for contracting personnel but more so for technical personnel who will most likely be the card user.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$50.00	

<b>COURSE TITLE:</b>	<b>NAVSUP CONTRACTING OFFICER'S REPRESENTATIVE COURSE (COR)</b>	
<b>VENDOR:</b>	Fleet and Industrial Supply Center PMR Detachment Norfolk 1968 Gilbert Street, Suite 600 Norfolk, VA 23511-3386	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
478622	12-13 September 00	17 August 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	The COR Course explains the duties and responsibilities inherent in the COR delegation. Attention will be directed to situations that will require additional attention in order to protect the government's interest. This course will explain from whom the COR gets authority and direction; to whom he answers and who answers to him; training a COR is required to have and how the COR documents his authority. A score of 80% is required on the 40-question test in order to be certified as a NAVSUP approved COR.	
<b>OBJECTIVE:</b>	Upon completion of the course, the participants will be able to: <ul style="list-style-type: none"> <li>• Explain "constructive change" and identify COR responsibility to avoid any situation considered constructive change.</li> <li>• Explain a contractor's relationship to the government when using government work space.</li> <li>• Identify the technical qualifications called for in the contract.</li> <li>• Identify the source of the Independent Government Estimate, and the supporting documentation used.</li> <li>• Evaluate the contractor's programs on a delivery order and compare it to what is billed and certified.</li> </ul>	
<b>AUDIENCE:</b>	New CORs, CORs currently working on a contract and CORs who have proposed solicitations.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$110.00	

<b>COURSE TITLE:</b>	<b>NAVSUP SIMPLIFIED ACQUISITION COURSE</b>	
<b>VENDOR:</b>	Fleet and Industrial Supply Center PMR Detachment - Hampton Roads 1968 Gilbert Street, Suite 600 Norfolk, VA 23511-3386	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
478601	24-28 July 00	26 June 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to teach concepts, methods, and procedures to be used when making purchases with dollar values less then or equal to \$50,000.00	
<b>OBJECTIVE:</b>	<p>Upon completion of the course, participants should be able to:</p> <ul style="list-style-type: none"> <li>• Analyze the requirements of a small purchase and select the best method to accomplish the action.</li> <li>• Understand the approved techniques employed in effective small purchase actions.</li> <li>• Understand laws and regulations governing Department of Defense (DoD) small purchase procedures and standards of conduct for all DoD personnel.</li> </ul>	
<b>AUDIENCE:</b>	Non-1105 series personnel who purchase less than 50 percent of the time, such as ordering officers, supply clerks, supply officers, etc.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	5 Days	
<b>COST:</b>	\$170.00	

<b>COURSE TITLE:</b>	<b>PERFORMANCE BASE SERVICE ACQUISITION (PBSA): TEAMING FOR PERFORMANCE BASED RESULTS</b>
<b>VENDOR:</b>	National Association of Purchasing Management (NAPM) 2005 East Centennial Circle P.O. Box 22160 Tempe, AZ 85285-6276
<b>LOCATION:</b>	The course is a self-directed, asynchronous web-based learning course, which you can take anywhere at anytime because it's available 24 hours, seven days a week.
<b>COURSE CODE:</b>  486365	<b>DATE:</b>  OPEN. This course is an on going web based training.
<b>DESCRIPTION:</b>	This is an entry-level course designed to teach PSBA through a practical, hands-on curriculum that emphasizes how you do PBSA. PSBA offers the public and private sectors an opportunity to: <ul style="list-style-type: none"> <li>• Engage in best-value contracting.</li> <li>• Utilize effective partnering arrangements.</li> <li>• Establish innovative performance incentives.</li> <li>• Work together in realizing beneficial cost reductions.</li> </ul>
<b>OBJECTIVE:</b>	Upon completion of this course, attendees should be able to participate productively in: <ul style="list-style-type: none"> <li>• Planning</li> <li>• Development</li> <li>• Execution of a performance-based service contract.</li> </ul>
<b>AUDIENCE:</b>	Personnel directly responsible or in support of the procurement and management of service contracts. <b>Note</b> – This course can provide 24 of the 80 hours of continuous learning points applicable towards the continuing educational requirement. Both NCMA and NAPM will also grant continuing education hours.
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). Note: Contractor personnel must register directly to the vendor by visiting ncma-napm website at <a href="http://www.ncma-napm.org/indexmain.htm">http://www.ncma-napm.org/indexmain.htm</a> .
<b>PREREGISTRATION:</b>	Your letter of enrollment will contain instructions and directions where to go on the world wide web to start login for this course.
<b>LENGTH:</b>	90 Days to Complete.
<b>COST:</b>	\$100.00
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.

<b>COURSE TITLE:</b>	<b>PERFORMANCE BASED STATEMENTS OF WORK</b>	
<b>VENDOR:</b>	Caldwell Consulting Associates P.O. Box 29143 Richmond, VA 23242-0143	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODES:</b>	<b>DATES:</b>	<b>NOMINATION DEADLINE:</b>
485038	21-22 June 00	21 May 00
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	<p>Tell them how - not what! Creating a performance based SOW is a challenge which grows even more complicated when considering the special nature of professional services. This workshop examines writing techniques along with the types of problems which have arisen during performance when the performance based SOW did not contain the measurements needed to determine satisfactory performance.</p> <p>The program defines the elements of the PBSOW and Surveillance Plans, as well as incorporating OFPP, OMB and DAU materials. All attendees receive a special course manual. The program includes case exercises designed to improve writing skills.</p>	
<b>OBJECTIVE:</b>	<p>Upon completion of the training, participants should:</p> <ul style="list-style-type: none"> <li>• Be familiar with the latest requirements in performance measurement.</li> <li>• Be able to prepare performance based work breakdown structures.</li> <li>• Be able to identify and describe the important factors in performance measurement.</li> </ul>	
<b>AUDIENCE:</b>	Planners, technical writers, and those involved in development and administration of contracts and subcontracts.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center.</p>	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$275.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

