

**Acquisition Utilization Specialist L1 Technical [Supplies & Services] [FAR12/13,14 & 8] in support of requirements below \$250K**

- Making sense of & overcoming the VA Procurement Manual
- Defining Requirements
- In depth Market Research
- Developing Government Estimate
- Organizational Conflict of Interest (OCI)
- Request for Information (RFI)
- What & When is a FAR Justification needed
- Other than Full and Open Competition [J&A]
- How to develop...Scopes of Work/ Performance Work Statement/ Product Descriptions
- The perfect Far Justification for the VA, every time
- What & When is an IGE / IGCE required
- Developing an IGE for commodities, services
- Are you really a COR or QA?
- Presenting the Requirement

**Acquisition Utilization Specialist L2 Technical [Supplies, Services & Construction] [FAR12/13, 14, 8, & 15] in support of requirements above \$250K**

All L1 courses plus:

- Acquisition Planning and Strategy
- Market Research, Analysis, and Writing
- What is / When to use...Scopes of Work/ Performance Work Statement/ Product Descriptions
- How to develop...Scopes of Work/ Performance Work Statement/ Product Descriptions
- Writing a Multi-Year requirements
- Developing a IGE for commodities, services, and construction [IGCE]
- Source Selection Plan (SSP)
- Evaluation Criteria
- Quality Assurance Plan
- Source Selection Participants
- Conducting the Evaluation
- Completion of Source Selection Reports
- Past Performance vs. Past Experiences
- Cost Analysis and Negotiation Techniques and their supporting documents
- INSCOPE vs OUT OF SCOPE CHANGES
- Terminations FAR12/13 VS. FAR 49
- Contract Post Award Issues [e.g. modifications, delays, equitable adjustment, change orders, terminations, etc.]
- The impact of a PRE-AWARD / POST AWARD PROTEST
- Protest response[s]
- How to write using CASE LAW

**Supervisor: Acquisition Utilization Specialist L3 Technical [Supplies, Services & Construction]**  
**[FAR12/13, 14, 8, & 15]**

**All L1 & L2 Courses plus:**

- Phase I - Planning and Forecasting....
- Phase II - Contract Initiation....
- Phase III - Contract Solicitation...
- Phase IV - Contract Evaluation....
- Phase V - Contract Award& Pre-Award Protest ...
- Phase VI – Administration, Post Award Protest and Modifications & Closeouts

**[MSN] Specialist - Market Research, Source Selection, Cost / Price Negotiator**

**All L1 courses plus**

Mastery level market research practices, principles, and techniques

Understanding the needs of a Medical Facilities

Customer Service Skills

Normal buy vs Urgent buy

Mastery level FAR Justification writing

Mastery level IGE writing

Mastery level Negotiations

Mastery level Contract Changes

Mastery level -Source Selection Chairperson

**[AUS] Skills & Competency Assessment Level 1**

Participants will receive 60 test questions from all AUS LEV1 courses

**[AUS] Skills & Competency Assessment Level 2**

Participants will receive 100 test questions from all AUS LEV1 & LEV2 courses

**Contract Administrator [Medical Center]**

- Quality Assurance Plan
- Modifications
- Terminations
- Phase V - Contract Award& Pre-Award Protest ...
- Phase VI – Administration, Post Award Protest & Closeouts

**Contract Administrator** [Construction / A&E]

- Curriculum Courses in development

**Contract Administrator** [Leasing]

- Curriculum Courses in development

**Mobile Disaster [Medical Center] Response Specialist**

- Curriculum Courses in development

**\*We also offer designer packages, call for details...**