

Administering Your Service Contract

Course Outline:

1. Contracting Reform – Why the Changes?

- National Performance Review (NPR)
- Federal Acquisition Streamlining Act (FASA)
- Federal Acquisition Reform Act (FARA)

2. Interpreting Contract Documents – What Does It All Mean – How Not to Get Burned

- Key Definitions
- Key Clauses
- Key Terms

3. Trends in Gov't Contracting – The Way of the Future for Service Contracts

- Quality Control
- Best Value
- ID-IQ
- MATOC
- Reverse Auctioning
- Contracting Methods
- Past-Performance Issues

4. How the Government Evaluates Your Proposal

- Lowest Price Technically Acceptable (LPTA) Method
- Tradeoff Method
- Why Each Method Requires a Significantly Different Type of Response

5. You Won the Contract Competition - Knowing What Comes Next

- Service Contract Labor Standards Act
- Performance-Based Contracting
- Commercial Item (Service) Contracting
- Wage and Labor Considerations
- The Contracting Officer's Technical Representative
- Inspection and Acceptance of Services by the Government
- Your Rights Should the Following Occur:
 - Disputes
 - Termination for Default
 - Termination for Convenience
- **Changes:**
 - The Changes Clause and Other Clauses Which Permit Changes to the Contract
 - Notice Requirements
 - Changes Orders
 - Making a Claim When the Contract Changes
 - Negotiating Equitable Adjustments
- **Close-Out of Contracts**
- **Phase-In and Phase-Out**

6. How the Government Reports Your Performance at the End of the Contract

- Contractor Performance Assessment Reports (CPARs) - What You Need To Know
- What to do if You Disagree With Your Rating Report – Your Rights

