

Syllabus for N7 Engineering Academy Government Contracting

Course Content

This course provides an in-depth introduction to government contracting, reliability centered maintenance, root cause analysis, and MSC's energy conservation policies and practices. The subject matter is considered intermediate in nature. This course consists of the following modules:

- Contracting Fundamentals
- Key Contracting Roles and Responsibilities
- Types of Government Contracts
- Government Contracting Regulations
- Government Contracting Competition Requirements
- Government Acquisition Procedures
- Publicizing Government Contracting Actions
- Contract Solicitation Planning
- Contract Solicitation Process
- Contracting Source Selection Process
- MSC N10 Procurement Request Package Requirements

Target Audience

The target audience for this course is all new-hire N7 personnel. This course is also appropriate for experienced N7 personnel who want to refresh their proficiency in certain subject matter areas.

Prerequisites

Completion of:

- Introduction to Military Sealift Command course
- MSC Regulatory Standards, Inspections, Maintenance Availability Overview, and Engineering Budgets course

Administration

Enrollment is on a first come, first served basis. You can self-register for this course online at <http://mscn7training.com>. Successful completion of this course requires 100% attendance.

Schedule

This course is conducted over a period of two consecutive days. Classes begin at 8:00 AM each day and end at 5:00 PM on Day 1 and 12:00 Noon on Day 2. The schedule for the course modules is as follows:

Day One	0800-0830	Introduction to Government Contracting
	0830-0930	Contracting Fundamentals
	0930-1030	Key Contracting Roles and Responsibilities
	1030-1130	Types of Government Contracts
	1300-1400	Government Contracting Regulations
	1400-1500	Government Contracting Competition Requirements
	1500-1600	Government Acquisition Procedures
	1600-1700	Publicizing Government Contracting Actions
Day Two	0800-0900	Contract Solicitation Planning
	0900-1000	Contract Solicitation Process
	1000-1100	Contracting Source Selection Process
	1100-1200	MSC N10 Procurement Request Package Requirements

Module Descriptions:

Contracting Fundamentals: The topics covered in this module include: what is a contract, federal contracting objectives, and key differences between the regulations that govern commercial and federal government contracting.

Key Contracting Roles and Responsibilities: The topics covered in this module include: Requiring Officials, Contracting Officials, Contracting Officer's Representative, Technical Point of Contact, and Office of Counsel (N00L).

Types of Government Contracts: The topics covered in this module include: firm fixed price contracts; indefinite-delivery, indefinite-quantity contracts; and cost-reimbursement contracts.

Government Contracting Regulations: The topics covered in this module include: Federal Acquisition Regulations, Defense Federal Acquisition Regulations Supplement, Navy and Marine Corps Acquisition Regulations, and Master Agreement for Repair and Alteration of Vessels (MSRA).

Government Contracting Competition Requirements: The topics covered in this module include: full and open competition, full and open competition after exclusion of sources, and other than full and open competition.

Government Acquisition Procedures: The topics covered in this module include: FAR Part 8, Required Sources of Supplies and Services; FAR Part 12, Acquisition of Commercial Items; FAR Part 13, Simplified Acquisition Procedures; and FAR Part 15, Contracting by Negotiation.

Publicizing Government Contracting Actions: The topics covered in this module include: what constitutes a contract action, lead time requirements for publicizing contract actions, acceptable methods for publicizing contract actions, and required amount of time between issuance of solicitation and quotation/proposal submission deadline.

Contract Solicitation Planning: The topics covered in this module include: acquisition strategy development, FEDBIZOPPS synopsis, RFP development, source selection plan development, and funding availability certification.

Contract Solicitation Process: The topics covered in this module include: RFP release, prospective bidder's shipcheck, responding to requests for clarification, RFP amendments, and RFP closing.

Contracting Source Selection Process: The topics covered in this module include: preliminary proposal evaluation, discussions with offerors, final proposal evaluation, and contract award.

MSC N10 Procurement Request Package Requirements: The topics covered in this module include: procurement request package documentation, and additional documentation requirements applicable to services procurements.

Date	Version	Description	Author
5/5/19	0.0	Initial draft	Gary Fields
6/23/19	1.0	Revised curriculum based upon meeting with MSC (AI Ronald) on 13 June 2019	Gary Fields
8/14/19	1.1	Revised course name, curriculum, module durations, and target audience per discussion with AI Ronald (MSC N7X Competency Manager)	Gary Fields
11/25/19	1.2	Revised Administration section	Gary Fields
4/1/22	1.3	Revised schedule to add the course introduction module and deleted the RCA, RCM and ENCON modules	David Leyh