



MITACC^(R)

TRAINING SERVICES CATALOG

DCSS Contract No. CW25347

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About MITACC

MITACC is an Acquisition Training firm that has developed government acquisition training courses specifically for federal, state and local government agencies, and small businesses who aims are to acquire knowledge of how government agencies procure goods and services.

MITACC's core competency is the development and providing instructor lead comprehensive acquisition training to governmental and private sector acquisition workforce.

Our courseware is designed with the practitioner in mind and will provide an in-depth functional working knowledge of the various methods, functions and elements of the public and private sector contracting and procurement process.

It was Aerostatal who said,
“ Those who know Do. Those who understand, Teach”.

MITACC's instructors are among the finest and knowledgeable in the procurement training arena. Our instructors have at least 15 plus years of hands-on experience working with either the federal, state or local governments or within the private sector.

Our instructors possess certifications from one of the following professional acquisition educational associations:

- ❖ The Institute for Supply Management (ISM),
- ❖ The National Institute of Government Purchaser (NIGP),
- ❖ The National Contract Management Association (NCMA),
- ❖ The Universal Public Procurement Certification Council (UPPCC), and
- ❖ DAWIA Level I, II or III Certified.

In addition, our instructors possess an unique and intuitive understanding of the various dynamic differences between public and private sector acquisitions.

Furthermore, they understand the different operational objectives of those entities that operate within those arenas. This knowledge brings an added authenticity to the training environment.



Acquisition Training Services

At MITACC, our training goal is to improve your organization's acquisition operational efficiency by providing your acquisition team with the right acquisition training and information to achieve your desired procurement results.

We use the student team centered approach which focuses on stimulating critical thinking that challenge the student to investigate, explore, and discuss with their team members their thoughts, opinions, and findings.

We provide onsite group training which will allow your organization to obtain its required training at a location of your choice and at your convenience.

In addition, group onsite training will provide your staff with the same information as a collected unit, reduce travel cost, save on the tuition price and maximize your training funding investment.

Our training courses are:

- ❖ Instructor lead and are taught by lecture, interactive classroom discussion, and relevant/real world exercises.
- ❖ Designed in modular format and cover the entire acquisition life cycle from "Cradle-to-Grave".
- ❖ This format provides us with the flexible to tailor the training to meet any specific need you might have.



- ❖ Tailored/designed in consultation with you. Our course developers and subject matter experts will work with you to identify those procurement concepts and techniques that are challenging to your organization.
- ❖ Designed /tailored for:
 - Introduction to new staff members,
 - Refreshing the skills of existing staff or,
 - Enhancing the knowledge and skills of staff on new and updated procurement information, concepts and regulations.
- ❖ Delivered with your training goals and objectives as the focus point.



Training Curriculum Descriptions

Our keen insight and knowledge of the various government and private sector procurement processes has provided our clients with the right training solutions that have allowed them to achieve their stated training goals and objectives.

Our training courses are tailored/designed with the client's needs in mind and cover the entire acquisition life cycle from "Cradle-to-Grave".

Our courses cover the following acquisition topics.

Contracting Officer's Representative (COR) Training (M-CON-COR-100)

This course will train the CORs/COTRs in the entire acquisition process (Pre-Solicitation, Solicitation and Award, Post-Award). Discusses all aspects of COR duties in the acquisition process from beginning to end. Covers subjects such as Laws/Regulations, Acquisition Planning, Market Research, Independent Government Cost Estimates, Trade-Off and Source Selection Process, COR Roles and Limitations, Unauthorized Commitments and Ratifications. Statements of Work, Modifications, Disputes, Monitoring Contracts, Inspection and Acceptance, Government Furnished Property, Standards of Ethical Conduct, and Procurement Integrity.

Contracting Officer's Representative (COR) Refresher Training (M-CON-COR-100-RT)

COTR Refresher Training is designed to update COTRs on recent statutory and regulatory changes that affect their responsibilities including performance-based contracting; teaming and partnerships; acquisition streamlining; and procurement ethics.

It identifies how these changes affect COTR reviews/inputs and provides practical guidelines on how to implement them on agency acquisitions.

COR Contractor Performance Evaluation Training (M-CON-COR-100-PET)

This course is designed to update CORs on recent statutory and regulatory changes that affect their responsibilities. It also provides an overview of their contract management responsibilities, planning for quality and schedule assurance; review and approval of technical submittals; and payment reviews. Finally, it presents a major component contractor fraud, waste and abuse.

It will in addition provide information to the CORs to understand the unique rules and procedures applicable to making legal and otherwise proper purchases from required and Open Market sources. It also references the latest purchasing techniques applicable to acquiring services as "commercial items," using GSA Advantage and Federal Supply Schedule purchasing, and publicizing and accessing source and item information on the Internet.

Training Curriculum Descriptions

Contract Management for CORs (M-CON-COR-200-CM)

This training will provide management of support service and covers common responsibilities of CORs assigned to such requirements, applicable purchase clauses, service requests, and inspection under principles of expressed/implicit warranty, and payment.

Contract Management for COTRs looks to improve contract performance through technical management. It covers the contract management team, roles and responsibilities, and effective partnering/planning; quality/schedule assurance and remedies regarding non-conforming work or delinquent performance; technical direction of the contractor's performance; contract modifications and requests for equitable adjustment; payment reviews and contractor performance evaluations; and procurement ethics.

Simplified Acquisition Procedures (M-CON-SAP-100)

A course designed for all personnel interested in learning more about the Simplified Acquisition Process. It covers the entire process from beginning to end. Subjects include Laws/Regulations, Purchase Orders, Government-Wide Purchase Cards, Blanket Purchase Agreements, and Unpriced Purchase Orders. It covers Request for Quotations and Commercial Items acquisitions. Covers solicitation, negotiation, awards and contract administration for Simplified Acquisitions.

Advanced Simplified Acquisition Procedures (M-CON-SAP-200)

The Advanced Simplified Acquisition course addresses common purchasing problems and streamlined techniques for making more informed and effective purchases. It covers the purchasing environment in terms of purchasing goals, sources of information, and legal framework; pre-solicitation decisions including service/item descriptions, market research, commercial items, and wage determinations; award decisions including price analysis, use of technical factors, and negotiations; purchase order clauses including commercial item, FAR matrix, and transportation terms and problems.

Basic Contracting for Support Personnel (M-CON-BC-100)

The Federal Contracting Basics course covers the pre-award input and responsibilities of technical personnel in acquisition planning; work statement and source selection criteria development; proposal evaluation; and source selection. It provides the legal framework, rules, steps, and practical guidelines for accomplishing each input and responsibility.

Training Curriculum Descriptions

Task Order Contracting (M-CON-TO-100)

This basic course covers the entire Task Order Process that includes the issuance of the master Indefinite Delivery Type Contracts (IDIQ), the Task Order Statements of Work writing requirements, the Ordering Process and award process.

Inspection and Acceptance (M-CON-IA-100)

This course provides instruction on the required inspection methods and requirements as they are outlined in the contract. It also covers such requirements as Customer Feedback, Random Sampling, Documentation, Inspection, and Acceptance.

Performance Based Services Acquisition (M-CON-PBAS-100)

The Performance-based Work Statements course focuses on preparing a PBWS for professional support services contracts. It presents a standard approach and format for developing a PBWS including the Scope, Specific Tasks, Deliverables, Dates, Acceptance Criteria, and Monetary and Non-Monetary Performance Incentives. It links the PBWS to the Quality Assurance Surveillance Plan and Contractor Performance Evaluations.

It will provide information on conducting Performance Based Service Acquisition and covers subjects such as PWS Elements, Quality Assurance Surveillance Plan (QASP), Performance Requirements Summary (PRS) and the seven (7) Steps involved in Performance Based Service Contracting.

Statements of Work (M-CON-SOW-100)

The purpose of this course is to provide the participants with a comprehensive curriculum on how to write effective SOW's. The course will break down each step in the SOW writing process and it will explain the fundamental purpose and standard contents of a SOW.

The objectives of this course are to identify who is responsible for writing the SOW, identify the types of SOW's, how to construct a SOW format, how to write a SOW requirements document, identify what information should not be in the SOW, how to ensure the SOW match the contract type and how to avoid ambiguous language.

Training Curriculum Descriptions

Performance Based Statements of Work Training (M-CON-PWS-100)

This course provides hands-on practice in developing a work-breakdown structure (WBS) or Tree Diagram and writing task statements. It will describe various types of Statements of Work and Statements of Objectives in PBWS.

Information Technology Statements of Work (M-CON-IT-SOW-100)

A basic course in the review of the overall acquisition process with an emphasis on developing statements of work and evaluation factors for Information Technology Resources.

Market Research (M-CON-MR-100)

This basic course on the use of market research to identify and solicit for commercial items. Covers subjects such as the purpose of market research, the methods of conducting market research, required sources of supply, commercial items practices and requirements.

Market Research for Commercial Items (M-CON-MR-CI-100)

A basic course on conducting market research, identifying the various elements of market research, the methods used to conduct market research, how to identify sources of supply, and what are the required sources of supplies and services.

Source Selection Training (M-CON-SS-100)

This comprehensive course provide an in-depth view of the source selection process which includes source selection teaming, methods (trade-off versus lowest overall cost), evaluation factors, competitive range, negotiation, selection, post award debriefing, and how to handle protests.

Negotiation Strategies (M-CON-NEG-100)

The purpose of this course is to provide the attendees with the functional knowledge of the various methods, concepts and techniques used during negotiated procurements. The attendees will be exposed to the many facets of the negotiation process from ‘Soup to nut’.

The objectives are to expose the attendees to: negotiation techniques, how to develop a negotiation strategy, how to develop the negotiation price objectives, and how to negotiate the right contract type.

Training Curriculum Descriptions

Independent Government Cost Estimate (IGCE) Training (M-CON-IGCE-100)

This course provides detailed information on the development of IGCEs. Includes a credible approach to cost estimating, developing the IGCE from the SOW and Work Breakdown Structure, using market research to collect data, indirect and direct costs, overhead and profit.

It will identify the importance of the IGCE, who is responsible of its development, how the IGCE documentation can be used to justify, defend, make tradeoff decisions, and manage the acquisition throughout the life-cycle of the requirement.

Contract Changes (M-CON-CC-100)

This course will provide an overview of the process for recommending and processing contract changes. It includes impact of changes on contract price, escalation, requests for equitable adjustments, terminations and other subjects.

The course will cover such changes as the following and the differences between them:

A mutual agreement of both parties to vary the contract, outside the framework of the existing contract.

A unilateral decision to vary the contract contemplated and allowed for by the existing contract.
A bilateral decision to vary the contracting, within the variation or change control process outlined in the existing contract.

Contract Formation I (M-CON-CF-100)

This course is designed to provide instructions on the various elements to create a binding contract. The course identifies each phase in the development of a government contract from how an offer is made to the construction of the actual contractual document.

Contract Administration I (M-CON-CA-100)

This course is designed as a student centered course that teaches the basics Contract Administration functions, such as: the roles and responsibilities during the post award phase, contract interpretation, how to monitor the contractor's performance, resolving performance issues and problems, and the all-important contract closeout.

Training Curriculum Descriptions

Price Analysis (M-CON-PA-100)

This course is designed to identify those concepts and techniques to use when evaluating a cost proposal or a pricing bid. The course materials will identify the purpose of performing a price/cost analysis, what methods/techniques to use and its outline; and the various methods to use to determine a cost/price to be realistic and reasonable.

Federal Contract Negotiation Techniques (M-CON-NEG-100)

The purpose of this course is to provide the attendees with the functional knowledge of the various methods, concepts and techniques used during negotiated procurements. The attendees will be exposed to the many facets of the negotiation process. The objectives are to expose the attendees to: negotiation techniques, how to develop a negotiation strategy, how to develop the negotiation price objectives, and how to negotiate the right contract type.

Acquisition Planning I (M-CON-AP-100)

The purpose of this course is to provide the participants with the basic knowledge of the acquisition planning phase. It covers preparation and approval of a technical plan, peer review, activities of technical evaluation panel, qualitative and quantitative scoring methods, the need for oral presentations, the type cost realism analysis and the level of source selection required based on the requirement dollar threshold and the complexity of the requirement. It will also examine special acquisition planning issues including concept development, market exchanges and multi-step acquisition procedures.

Acquisition Planning II (M-CON-AP-200)

The purpose of this course is to provide those responsible for acquisition planning with the necessary information to develop a concise, clear statement of the facts and rationale supporting the technical and business judgments that is necessary to achieve the acquisition objectives.

The acquisition planning is the single most critical phase in the acquisition process and should be general enough to allow some detailed program management flexibility, but be specific enough to give coordinating and approving officials adequate information on the technical and business aspects of the acquisition upon which to base their decisions.

Training Curriculum Descriptions

Contract Formation II (M-CON-CF-200)

This course provides the conceptual and required informational content that is required to form a legally binding contract. There are six (6) basic elements of contract formation that must be satisfied before any contract can be considered legally binding. The course will provide detailed information on what is Capacity, what is Mutual assent to be bound to the contract terms; what constitute appropriate Consideration; what is a lawful purpose; define Certain and Clear terms; and the contract must be in a form permitted by law.

Contract Administration II (M-CON-CA-200)

The purpose of this course is to provide the participants with the functional knowledge to understand the contract's requirements, how to monitor the contractor's performance, how to identify deficiencies and resolve performance issues.

Sealed Bidding (M-CON-SB-100)

This course discusses the requirements and the process for Sealed bidding as required by agencies' procurement regulations and the Competition in Contracting Act (CICA). The course will focus on when to use Sealed bidding, and how Sealed bids are awarded.

Terms and Conditions

1. Attendance Minimum/Maximum

MITACC requires a minimum of 15 students and classes should not exceed a maximum of 30 students per on-site training course. Prices for MITACC's training courses include presentation time, our instructor's time, and all course materials. The instructor's travel and per diem expenses are invoiced at cost.

2. Time of Delivery, as required by the order.

3. F.O.B. Point: Destination

(Prices exclude reimbursable expenses for instructor travel, and per diem.)

4. Ordering Address:

1420 North Capitol Street, N.W. Suite #6
Washington, D.C. 20002
Attn: Ordering Department
Phone: 202-238-0700; Fax 888-774-9501;
email: ordering@mitacc.com

5. Payment /Remittance Address:

MITACC
Attn: Accounts Receivables
P.O. Box 2638
Washington, D.C. 20013

6. Prompt Payment Discount: Net 30

7. DUNS number: 112094359

8. Government Purchase Card:

MITACC will accept the Government Commercial Purchase Card for transactions below and above the micro-purchase threshold.

Terms and Conditions

9. MITACC offers the following volume discounts from list prices:

Purchase Orders between \$100,000 and \$250,000 a 2.5% discount.

Purchase Orders between \$250,001 and \$450,000 a 4.0% discount.

10. Agency Multiple Purchases in one year:

Agency Purchase Quantity between 6 and 10 courses-a 4% discount.

Agency Purchase Quantity between 11 and 15 courses-a 8% discount.

Agency Purchase Quantity between 16 and 20 courses-a 10% discount .

Agency Purchase Quantity between 20 and 25 courses-a 12.5 discount .

11. MITACC Course Cancellation Policy:

On-Site course deliveries: Up until 7 calendar days prior to the scheduled start date, Government clients can cancel or reschedule an on-site course. After that point, a \$2,000 cancellation/ rescheduling fee will be charged to the client.



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