



Federal Publications Seminars

A two day "beyond the basics" contract analysis course for both new and experienced contract professionals.

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**CLE 11\* / CPE 13\*\***

# Types of Contracts

An accelerated, comprehensive two day course on the practical, legal, accounting and management systems implications in the use of various contract types.

February 10-11, 2009 • Las Vegas, NV  
March 31-April 1, 2009 • Washington, DC  
October 20-21, 2009 • Washington, DC  
December 8-9, 2009 • Las Vegas, NV

Presented by Federal Publications Seminars [www.fedpubseminars.com](http://www.fedpubseminars.com)

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—★—  
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# Types of Contracts

This course is designed for both new and experienced contract professionals. For new employees, it explains the different contract types and their uses. For experienced employees, it is a refresher and an update examining the various contract types and the new, innovative types of contracts in use. It includes an analysis of the risks inherent in contracting and the role of risk management in both fixed-price and cost-reimbursement contracting. In fact, risk considerations are the primary drivers behind renewed Congressional interest in moving toward fixed-price contracts.

This course is different from others in that it does more than explain the differences between and among the various types of contracts. **Its purpose is to outline the practical, legal, accounting and management systems implications in the use of each type of contract.** Its end objective is to provide both new and experienced employees with a greater understanding of contract implications so that they may better administer and manage their own contracts.

An exceptional faculty with extensive teaching, legal, accounting and management experience will facilitate the course.

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Call Mike Joseph at 651-848-8655**

## The Course Faculty

**Mark K. Roberts** is a Director with PricewaterhouseCoopers, Government Contracts Practice, in Washington, DC. Mr. Roberts has over twenty-three years of experience in government contracts having worked in private industry, public accounting and at a law firm serving as a consultant and litigation specialist. For the past nineteen years, he has served as a consultant and expert witness with major public accounting firms working primarily in the aerospace, defense, health care and construction industries.

Mr. Roberts assists companies in resolving complex financial and accounting issues relating to pricing, costing and the administration of government contracts. He reviews and evaluates contractor's accounting, estimating, contract administration and procurement systems for compliance with applicable federal procurement regulations. Mr. Roberts has extensive experience in designing cost accumulation and allocation systems to ensure that costs are accumulated and allocated in a uniform, consistent and accurate manner. He has evaluated and/or designed cost accounting systems for ship builders, aircraft manufacturers, construction contractors, munitions manufacturers, insurance companies, U.S. airlines, engineering companies and others.

Mr. Roberts consults with companies on matters concerning compliance with the Cost Accounting Standards ("CAS") including: applicability of CAS and disclosure statement filing; preparation of disclosure statements; and accounting for cost accounting practice changes. Mr. Roberts assists companies in preparing requests for equitable adjustment under contracts and in preparing contract claims. Mr. Roberts has a Bachelor of Arts degree in Economics from Harvard University.

**Brian A. Darst** is Of Counsel with the firm of Odin, Feldman & Pittleman in Fairfax, Virginia, specializing in legal matters involving government and commercial contract law. He has extensive experience in the areas of bid protests, claims preparation and litigation, internal investigations, voluntary disclosures, procurement fraud investigations, various contract formation and administration issues, suspension and debarment proceedings, matters related to the Small Business Administration, and other issues involving the award and administration of federal and state government contracts. Mr. Darst's practice also includes assisting clients with matters related to the sale and acquisition of firms involved in government contracting, software licensing issues and other corporate governance matters.

Mr. Darst has successfully represented numerous corporate clients before the United States Government Accountability Office, various Boards of Contract Appeals, the Small Business Administration, the Federal Aviation Administration, District Courts and the United States Court of Federal Claims.

Mr. Darst is admitted to practice in the District of Columbia, Virginia and West Virginia. He is admitted to practice before the United States Supreme Court, the United States Court of Federal Claims, the Court of Appeals for the Fourth Circuit, and the United States District Courts for the Eastern District of Virginia and the Southern District of West Virginia.

Mr. Darst earned his B.A. from Marshall University and his J.D. from West Virginia University. After graduating from law school, Mr. Darst worked as an attorney with the United States Navy's Office of General Counsel and represented the Navy in matters involving the acquisition and administration of service and supply contracts for the Naval Sea Systems Command.

# Types of Contracts Course Curriculum

## 1. Procurement Methods

- a. Simplified Acquisition Procedures
- b. Sealed Bidding
- c. Contracting by Negotiation
- d. Acquisition of Commercial Items
- e. Performance-Based Contracts
- f. Special Contracting Methods

## 2. Contract Types - (Description, application, management burdens, limitations and clauses)

- a. Selecting Contract Types
  - Assessing contract risk
  - Sharing contract risk
- b. Fixed-Price Contracts
  - Firm-fixed-price contracts
  - Fixed-price contracts with economic price adjustment
  - Fixed-price incentive contracts
  - Fixed-price contracts with award fees
  - Fixed-price contracts with prospective price re-determination
  - Fixed-price contracts with retroactive price re-determination
  - Firm-fixed-price, level-of-effort term contracts
- c. Cost-Reimbursement Contracts
  - Cost contracts
  - Cost-sharing contracts
  - Cost plus-incentive-fee contracts
  - Cost-plus-award-fee contracts
  - Cost-plus-fixed-fee contracts

- d. Indefinite-Delivery Contracts
  - Definite-quantity contracts
  - Requirements contracts
  - Indefinite-quantity contracts
  - Ordering
- e. Other Contract Types
  - Time-and-Materials contracts
  - Labor-hour contracts
  - Letter contracts
- f. Agreements
  - Basic agreements
  - Basic ordering agreements

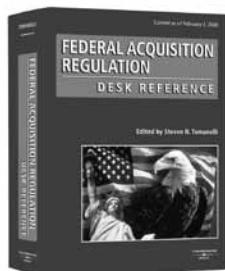
## 3. Financial and Accounting Considerations for Different Contract Types

- a. Pricing and Cost Estimating
  - Truth in Negotiations Act
  - Submission of cost or pricing data
  - Defective Pricing
- b. Indirect Rates
  - Forward pricing rates
  - Provisional billing rates
  - Revenue booking rates
  - Actual rates
  - Quick close-out rates
- c. Billing Methods and Revenue Recognition
  - Milestone billings
  - End item billings
  - Cost vouchers
  - Progress payments
  - Advance payments
  - Liquidation issues
  - Percentage of completion, cost-to-cost method
  - Commercial payment schedule
- d. Government Audit Rights
  - Pre-award audits
  - Post award audits
  - Incurred cost submissions
  - System reviews

## Federal Acquisition Regulation Desk Reference, 2008 ed

Edited by Steven N. Tomanelli

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## 4. Contract Close-Out Issues

- a. Quick Close-Out Procedures
- b. Contract Retentions and Holdbacks
- c. Final Billing and Payment
- d. Document/Records Retention

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Detach and mail to the exact address stated below.

# Types of Contracts

Federal Publications Seminars  
195 Broadway, 9th Floor  
New York, NY 10007  
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## ❑ REGISTRATION APPLICATION

Enclosed is my check for the \$995 registration fee plus applicable sales/use taxes for the course manual. (Please make check payable to West.)

- ☐ February 10-11, 2009  
Las Vegas, NV • Harrah's Las Vegas
- ☐ March 31-April 1, 2009  
Washington, DC • Marvin/Cafritz Conference Center
- ☐ October 20-21, 2009  
Washington, DC • Marvin/Cafritz Conference Center
- ☐ December 8-9, 2009  
Las Vegas, NV • Flamingo Las Vegas

I understand that (a) an acknowledgement of this registration will be sent to me, and (b) this registration may not be cancelled later than two weeks before the session begins (but I may name a substitute registrant at any time).

## CREDIT CARD PAYMENT FOR COURSE

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## DATES AND LOCATIONS • 2009

### February 10-11, 2009

Harrah's Las Vegas Hotel & Casino, 3475 Las Vegas Blvd South,  
Las Vegas, NV 89109 • (800) 214-9110 • [www.harrahs.com](http://www.harrahs.com)

### March 31-April 1, 2009

Marvin/Cafritz Conference Center • The George Washington University,  
800 21st Street, NW • Washington, DC 20052 • 202/994-7470  
<http://gwired.gwu.edu/marvincenter/cafritz>

### October 20-21, 2009

Marvin/Cafritz Conference Center • The George Washington University,  
800 21st Street, NW • Washington, DC 20052 • 202/994-7470  
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### December 8-9, 2009

Flamingo Las Vegas • 3555 Las Vegas Blvd. South • Las Vegas, NV 89109  
888/308-8899 • [www.flamingolasvegas.com](http://www.flamingolasvegas.com)

## DAILY SCHEDULE

Registration: 8:45 on the First Day,

Meetings: 9:00 – 12:00 and 1:00 – 4:00

## To Register:

- The Registration fee of \$995 includes the price of a course manual which is valued at \$235 plus applicable taxes. Applicable taxes include sales, use, gross receipts, excise, value added tax (VAT) or equivalent, *ad valorem* and other taxes.
- Register online at [www.fedpubseminars.com](http://www.fedpubseminars.com)
- Call (888) 494-3696
- Fax the completed registration application information to:  
202-772-8298 or mail to Federal Publications Seminars,  
195 Broadway, 9th Floor, New York, NY 10007

**COURSE MANUAL** — An extensive *Manual* of original materials (available from no other source) has been specially prepared for distribution to attendees at this program. Its purpose: to relieve you of the burden of taking voluminous notes and to provide you with a source book of continuing value.

**TEAM DISCOUNT** — A discount is available for three or more registrations from the same organization for this seminar. The discount – a \$200 per person reduction in the seminar fee – can be taken when three (or more) registrations are sent together. The discount cannot be transferred to other sessions of this program or to other seminars. To receive the team discount, please phone, fax or mail your registration.

**CLE: Continuing Education Credit** — This course is eligible for 11 continuing education credit hours. States have widely varying regulations regarding CLE Credit. Please contact us with inquiries about the availability of CLE credit in your state. West Legalworks is an approved CLE provider in New York, California and Illinois. Financial assistance is available for hardship. Call 1-800-308-1700 for details.

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