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A unique two-day workshop for Government and Contractor Professionals.

This workshop is designed to explain the legal and regulatory underpinnings of government contract administration, give you practical experience through case studies and alert you to pitfalls.

Completely updated incorporating the latest changes from the most recent Statutes and Federal Acquisition Circulars.

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

# Basics of Government Contract Administration

This is a student-centered course designed to teach you the basics through lecture and numerous hands-on case studies to include:

- Understanding the roles of various contracting personnel and their corresponding authority
- Learning about the various contract types and their impact on contract administration
- Managing changes and understanding the procedure for modifying a contract
- Understanding inspection, acceptance and final payment
- Understanding contract payments, contract financing and progress payments
- Learning about subcontract management and flowdown provisions
- Learning how to properly close out a contract
- Learning the elements of a claim and the forums for filing a dispute
- Understanding contract termination

**February 25-26, 2009 • Washington, DC**

**March 11-12, 2009 • Las Vegas, NV**

**October 7-8, 2009 • Washington, DC**

**November 18-19, 2009 • Las Vegas, NV**

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# Basics of Government Contract Administration

This specialized program covers contract administration topical areas, including the applicable contract clauses, forms and relevant issues.

Now that you've been awarded a government contract, government and contractor teams focus on completing the requirements of the contract. The Government team focuses on managing costs, quality, meeting the contract schedule and performance. The Contractor team focuses on managing risk, performance, quality, costs and profit.

Many issues and problems surface during the contract administration phase. Both government and contractor personnel must understand their rights and obligations under the contract and how to approach difficult situations and resolve problems to the mutual benefit of both parties.

This seminar is designed to be interactive using participant centered approaches to stimulate critical thinking and discussion on relevant contract administration issues. The application of certain forms and key clauses will be emphasized throughout to reinforce contract administration issues.

The case studies will be solved in small groups, and then discussed in detail by the entire class to ensure complete understanding of the contract administration principles involved.

Your course instructors are seasoned practitioners in the field of procurement and contracts management. Mr. Lieberman is a former Deputy Inspector General at the Defense Department, practices government contracts on a day to day basis and has taught more than 75 government contracts sessions to government and contractor personnel.

Mr. Lieberman is known for his competence, enthusiasm, humor and ability to get what's important across to the students. Noted below are comments from students who have taken classes with him and with Mr. Geldon.

- "Having spent 30 years in the commercial/business world, this provided the perfect overview of the nuances of government contracting. . . an outstanding look at the issues that affect my job."
- "Use of scenarios helped me put it all in perspective and gain a better understanding."
- "Good, broad overview of complexities — made it very clear."
- Mr. Lieberman was "easy to follow. . . and gave enough time to answer questions."
- "Mr. Lieberman was very knowledgeable, gave great explanations; experience is evident in the topic; good humor."
- Mr. Geldon "covered subject matter well. Had knowledge in all areas with many good examples."
- Mr. Geldon is a "very good communicator, thorough in getting information across."

## Course Faculty

**Richard D. Lieberman** is a principal in the Washington, D.C. firm of McCarthy, Sweeney & Harkaway, P.C., and has been a government contracts attorney for the past 13 years, concentrating on counseling government contracts clients, claims, bid protests, criminal investigations, audits, contract compliance programs and debarment proceedings. He is a former Deputy Inspector General and Assistant Inspector General of the Department of Defense, where he was involved in the planning and execution of internal auditing, contract auditing, investigations, and inspections.

Mr. Lieberman has practiced before the U.S. Court of Appeals for the Federal Circuit, the U.S. Court of Federal Claims, the District Courts for the District of Columbia and Maryland, various Boards of Contract Appeals.

Mr. Lieberman received a BA from Cornell University, an MA from the University of Wisconsin, and a JD from Georgetown University.

**Fred W. Geldon** is Counsel for EDS Federal, the business unit of Electronic Data Systems Corporation that performs contracts with agencies of the United States Government. He is responsible for handling or supervising all legal matters involving EDS' federal government customers, including bid preparation, bid protests, contract and regulatory interpretation, claims, terminations, compliance, and disputes. Mr. Geldon has been a practicing attorney for nearly 30 years, both in private practice and with the Department of Justice.

Mr. Geldon has practiced before the United States Supreme Court, the U.S. Court of Federal Claims, District Courts and various Boards of Contract Appeals and administrative agencies. He has published a number of articles in the field of government contracts law and has lectured and participated in a variety of academic and professional government contracts programs.

Mr. Geldon received a BA from Princeton University, an MA from the University of California at Berkeley and a JD from Harvard Law School.

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# Basics of Government Contract Administration Course Curriculum

## Commercial vs. Government Contracts

Learn the important differences between operating in the commercial world and the world of government contracts.

- Statutory and Regulatory Framework
- Competition Requirements
- Types of Contracts
- Other Issues

## Key Statutes, Rules and Regulations

All government contracts are based on statutes and regulations which you must understand in order to administer them successfully.

- Competition in Contracting Act
- Armed Services Procurement Act
- Federal Property and Administrative Services Act
- The Federal Acquisition Regulation System
- Federal Acquisition Streamlining Act
- Federal Acquisition Reform Act

## Personnel

You can't tell the players without a scorecard, and there are significant differences among the players, which you must understand.

- Authority of Personnel — Who Has It and Who Lacks It
- Contracting Officers — PCO, TCO, ACO
- CO Representatives: COR/COTR
- Others

## Contract Types

Administration can be quite different for the many different types of government contracts.

- Fixed Price/Fixed Price Incentive
- Cost Reimbursement, CPFF, CPI, CPAF
- Recurring Contracts — Indefinite Delivery, Indefinite Quantity and Requirements
- Schedule Contracts (MAS)

## Financial Aspects

A variety of methods are available to finance your government contract. Learn how a contract qualifies for financing mechanisms and develop an understanding of their impact on pricing arrangements, billing procedures and the company cash flow.

- Progress payments, incl. SF 1433, Request for Progress Payments
- Loan Guarantees
- Advance Payments
- Unallowable Costs
- Payment of Indirect Costs
- Limitation of Costs

## Subcontract Management

Government contracts are complex and frequently require extensive subcontracting arrangements. Understanding the Government's rights and limitations with respect to subcontractors is essential. You will learn about reporting requirements and how to ensure compliance with this critical contract administration area.

- Privity of Contract
- Subcontracting Plans
- Consent Requirements
- Purchasing System Reviews
- Disputes with Subcontractors

## Managing Contract Change

Changes are inevitable after contract award. Failure to properly manage the change process can result in legally unenforceable contracts, claims, and disputes. Learn about the contractual authority for changes, the limitations these changes impose on the government, and the responsibilities they require of the contractor.

- SF 30, Amendments of Solicitation/Modification of Contract
- Supplemental Agreements
- Unilateral Changes
- Change Orders
- Constructive Changes
- Value Engineering Change Proposals

## Monitoring, Inspection, and Acceptance

The government has substantial rights to monitor performance and to take appropriate steps when performance is unsatisfactory. You must understand procedures used by the government to ensure compliance to specifications and how contract performance issues can lead to the threat of default.

- Delays
- Stop Work
- Terminations for Convenience
- Terminations for Default
- Documenting Past Performance

## Payment and Disputes

Payment and the timely flow of funds are critically important. Understanding the terms of the contract and their impact on payment is essential. You will also learn the essential steps for closing out a contract.

- The Prompt Payment Act
- Invoicing
- Collecting Contractor Debts
- Claims/Requests for Equitable Adjustments
- Contract Closeout
- Disputes and Appeals Before the Board of Contract Appeals and the Court of Federal Claims

## Other Issues

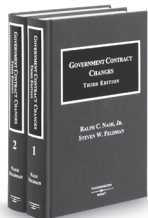
There are many other issues, including:

- Government Furnished Property
- Audits
- Investigations
- Defective Pricing/Price Reductions
- Cost Accounting Standards
- Labor Laws

## Government Contract Changes, 3d

by Ralph C. Nash and Steven W. Feldman

This work combines the expert authors' detailed analysis of statutes, regulations, contract clauses, and decisions, with a discussion of practical considerations for addressing changes from the viewpoint of both the contractor and the government.



### It includes:

- Changes, claims and contract modifications
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## REGISTRATION APPLICATION

Enclosed is my \$995 check for the following 2009 session (including manual) of Basics of Government Contract Administration.  
(Please make check payable to West.)

- February 25-26, 2009  
Washington, DC • Marvin/Cafritz Conference Center
- March 11-12, 2009  
Las Vegas, NV • Flamingo Las Vegas
- October 7-8, 2009  
Washington, DC • AMA Executive Conference Center
- November 18-19, 2009  
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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).

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## DATES AND LOCATIONS • 2009

### February 25-26, 2009

Marvin/Cafritz Conference Center  
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## DAILY SCHEDULE

**Registration:** 8:45 on the First Day,

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

## To Register:

- Registration Fee \$995 includes the price of a course manual which is valued at \$125 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, 195 Broadway, 9th Floor, New York, NY 10007

## FOR FURTHER INFORMATION:

Telephone: (888) 494-3696

**COURSE MANUAL — Free to Attendees** 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.

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