COURSE SYLLABUS

Course Prefix/Number: PAD 6864

Course Title: Intermediate Contracting and Contract Administration

Credit Hours: 3.0

Instructor Name and Contact Information: Dr. W. R. Paulchek, wpaulchek@uwf.edu, (850) 748-2960

Prerequisites or Co-Requisites: PAD 5855 Acquisition Administration

Course Description: To provide the practicing or potential acquisition professional with a working knowledge of various leadership and management skills at the intermediate level that may be appropriate either in a government or contract administration setting. The course will enable the student to explore and gain “hands on” experience of the contracting process from Congressional appropriations to Contract Close out.

Tentative Course Schedule and Requirements (tentative only—please refer to weekly assignments listed in contents)

<table>
<thead>
<tr>
<th>Dates</th>
<th>Session Title</th>
<th>Requirements</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>January 5,</td>
<td>Week 1</td>
<td>Read:</td>
<td>Complete Bio Info in</td>
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<tr>
<td>Date</td>
<td>Week</td>
<td>Task</td>
<td>Read:</td>
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<tr>
<td>Date</td>
<td>Week</td>
<td>Topic</td>
<td>Read:</td>
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| February 7, 2011 | Week 6 | Technical and Cost or Price Evaluation | Chapter 12. Technical and Cost or Price Evaluation | • Week 6 Discussion  
• Week 6 dropbox assignment |
Chapter 14. Determining Responsibility | * Week 7 Discussion |
| February 21, 2011 | Week 8 | Mid-term Examination: Material covered: weeks 1 – 7 | Mid-term Exam available from Mon. @ 6:00 a.m. to Sun. @ Midnight (Mid-term exam will consist of two essay questions) | Complete and submit Mid-term Exam to Dropbox no later than Sunday @ midnight. |
| February 28, 2011 | Week 9 | Contract Award                | Chapter 15. Reviewing the Award Document  
Chapter 16. Announcing Contract Awards | * Week 9 Discussion |
<p>| March 7, 2011    | Week 10| Federal Supply Schedule Program | Chapter 12. Technical and Cost or Price Evaluation | * Week 10 Discussion |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Week</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>March 21, 2011</td>
<td>Week 12</td>
<td>Read: Federal Acquisition, Key Issues and Guidance, Chapter 19. Nomination, Training, Certification, and Responsibilities of the Contracting Officer's Representative</td>
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<tr>
<td>April 4, 2011</td>
<td>Week 14</td>
<td>Readings: Federal Acquisition, Key Issues and Guidance, Chapter 21. Exercising Contract Option Periods</td>
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<td>April 11, 2011</td>
<td>Week 15</td>
<td>* Week 15 Discussion</td>
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<td>April 18-April 28, 2011</td>
<td>Week 16</td>
<td>Final Exam available from Monday April 18 @ 1:00am until Thursday, April 28 @ midnight. (Final exam will consist of two essay questions)</td>
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<td>Complete and submit Final Exam to Dropbox no later than April 28 @ midnight, CST.</td>
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* Original discussion postings are due no later than Wednesday midnight; responses to postings of classmates are due no later than Sunday midnight.

** Dropbox assignments are due no later than Sunday midnight.

**Texts:** Required texts:

http://www.managementconcepts.com

**Required Materials:** Internet Access  
E-mail Account

**Grading / Evaluation:** The course grade will be determined as follows:

<table>
<thead>
<tr>
<th>Grade Component</th>
<th>Component Weight</th>
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<tbody>
<tr>
<td>Session Assignments</td>
<td>40%</td>
</tr>
<tr>
<td>Mid-term Examination</td>
<td>30%</td>
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<tr>
<td>Final Examination</td>
<td>30%</td>
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<tr>
<td>Total</td>
<td>100%</td>
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Grading/Evaluation  
A  93-100  
A- 90-92  
B+ 87-89  
B  83-86  
B- 80-82
C+ 77-79
C 73-76
C- 70-72
D+ 67-69
D 63-66
F Less than 63

References/Bibliography: Special Technology Utilized by Students: Each UWF Student is expected to:
• activate a UWF ArgoNet email account
• access email two to three times weekly
• have basic word processing knowledge


ASSISTANCE: Students with special needs who require specific examination-related or other course-related accommodations should contact Barbara Fitzpatrick, Director of Disabled Student Services (DSS), dss@uwf.edu, (850) 474-2387. DSS will provide the student with a letter for the instructor that will specify any recommended accommodations