



*Training Course:  
CON 091 Contract Fundamentals*

*17 - 28 August 2026  
Vienna (Austria)*

## Training Course: CON 091 Contract Fundamentals

Training Course code: PC235038 From: 17 - 28 August 2026 Venue: Vienna (Austria) - Training Course Fees: 9550 € Euro

### Introduction:

CON 091 Contract Fundamentals is a comprehensive training program designed to equip participants with the knowledge, skills, and tools needed to effectively manage federal contracts and comply with relevant laws, regulations, and policies. The program is specifically designed for individuals involved in the federal contracting process, including contracting officers, program and project managers, acquisition professionals, and other personnel responsible for administering federal contracts.

### Objectives:

- To provide participants with a broad understanding of the federal acquisition process
- To help participants understand the laws, regulations, and policies that govern federal contracting
- To equip participants with the skills and tools needed to manage federal contracts effectively
- To help participants identify and mitigate risks associated with federal contracts
- To provide participants with the knowledge and skills needed to maintain compliance with federal regulations and policies

### Target Audience

- Entry-level contract administrators and coordinators
- Procurement officers and purchasing staff new to contract management
- Project team members involved in contract preparation or execution
- Legal support staff assisting with contracts
- Professionals seeking foundational knowledge of contracts, their structure, and legal obligations
- Anyone involved in the early stages of contract negotiation, drafting, or administration

### Outlines:

#### Day 1: Introduction to Federal Contracting

- Overview of the federal acquisition process
- Role of contracting officers

- Importance of federal contracts and their impact on government operations
- Principles of federal contracting and the role of contract management

#### Day 2: Contract Formation

- Steps involved in contract formation
- Overview of the types of contracts used in federal contracting
- Importance of requirements development and market research in contract formation

#### Day 3: Contract Administration

- Overview of the contract administration process
- Importance of monitoring and controlling contractor performance
- Principles of contract modification and the importance of change management

#### Day 4: Contract Terminations and Closeouts

- Reasons for contract terminations
- Steps involved in contract closeouts
- Importance of record keeping and documentation in contract closeouts

#### Day 5: Compliance and Ethics in Contracting

- Importance of compliance and ethics in federal contracting
- Overview of the laws, regulations, and policies that govern federal contracting
- Identifying and mitigating risks associated with federal contracts

#### Day 6: Cost and Pricing

- Overview of the cost and pricing principles used in federal contracting
- Types of costs and pricing arrangements
- Importance of cost and price analysis in contract negotiation

#### Day 7: Source Selection

- Overview of the source selection process
- Types of source selection methods
- Importance of source selection criteria and evaluation factors

#### Day 8: Small Business Contracting

- Overview of small business contracting programs
- Importance of socio-economic programs in federal contracting
- Small business contracting goals and requirements

#### Day 9: Intellectual Property and Data Rights

- Overview of intellectual property and data rights in federal contracting
- Types of intellectual property and data rights
- Importance of protecting intellectual property and data rights

#### Day 10: International Contracting

- Overview of international contracting and procurement
- Types of international agreements
- Importance of complying with international laws and regulations

## Registration form on the Training Course: CON 091 Contract Fundamentals

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
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### Easy Ways To Register

Telephone:  
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info@gh4t.com  
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