



Training Course:
CON 091 Contract Fundamentals

31 May - 11 June 2027
Geneva (Switzerland)

Training Course: CON 091 Contract Fundamentals

Training Course code: PC235038 From: 31 May - 11 June 2027 Venue: Geneva (Switzerland) - 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

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