PROCUREMENT BASICS FOR CONTRACTORS COURSE DATASHEET

COURSE OVERVIEW
SKILLS DEVELOPMENT TRAINING COURSE FOR GOVERNMENT CONTRACTORS
Objective: To learn typical government agency procurement methods, policies, and practices that will allow contractors to take a proactive approach to the contracting process.

TRAINING COURSE DESCRIPTION
TITLE: Procurement Basics for Contractors (PBFC)
The Procurement Basics training course contains (6) 1-hour online modules and is designed to enhance the competitive contracting skills of new or existing contractors who sell goods, services, and construction services to government agencies or large corporate customers.

NOTICE TO ATTENDEES: PC Camera, Microphone, and Speakers are Required

** THIS COURSE IS CONDUCTED VIA LIVE ONLINE ZOOM VIDEO. **

TRAINING COURSE DURATION
6 Hour(s)

ATTENDEE LEARNING OBJECTIVES
Upon successful completion of the training course; students will have the ability to:
- Effectively read bid opportunities to make pass/play determinations.
- Conduct effective pre-bid communications with procurement personnel.
- Identify and properly approach typical agency procurement methods.
- Understand Commercially Useful Function Determinations
- Conduct a Contractor Responsibility Self-assessment
- Understand Typical Contract Award Processes
- Implement Post Bid/Award Best Practices

CLASS TRAINING MODULES

LIVE ZOOM CLASS TIMES	MODULE	HOURS	TRAINING COURSE MODULE DESCRIPTION
AS SCHEDULED	Module I	1.00 hrs	Effective Bid Opportunity Review Strategy
	Module II	1.00 hrs	Understanding Government Procurement Methods
	Module III	1.00 hrs	Determination of a Commercially Useful Function
	Module IV	1.00 hrs	Contractor Responsibility Determination
	Module V	1.00 hrs	Typical Contract Award Processes
	Module VI	1.00 hrs	Post Award Best Practices

STUDENT PREREQUISITES AND REQUIRED CLASS TOOLS & MATERIALS
Students attending this class will need to be proficient in basic computer keyboarding skills and the use of internet browsers, email applications, video conferencing, and Adobe Acrobat Reader software tools.

Tools and Materials: Attendees will need to have the following items for each class;
1) Legal Pad and Pen for Notetaking
2) Small Handheld 10-digit calculator
3) Web-enabled Laptop PC, Tablet, or I-Pad with Microsoft Office Suite and Adobe Acrobat installed.
4) Internal or External PC Web Camera, internal or external Microphone, and Speakers

TRAINING COURSE TUITION: $799.00/person