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| **Session** | **Recorded Content** | **Instructor - Led (1.5 hrs)** |
| **Session 1**  **Federal acquisition environment  Rules and regulations** | 30 minutes: Overview of Federal Acquisition  Federal Rules and Regulations | Review of introduction content Examples Case study exercise |
| **Session 2- Contract Types Overview** | 30 minutes: Overview of contract types: Fixed Price vs. Cost Reimbursement Factors in selecting contract types Impact of contract type on contract administration and closeout | Review of introduction content Examples Case study exercise |
| **Session 3 -Firm Fixed Price and Cost Plus Fixed Fee** | 30 minutes: Firm Fixed Price Contracts  30 minutes: Cost Plus Fixed Fee Contracts | Review of introduction content Examples Case study exercise |
| **Session 4 - Early contract administration** | 45 min: Planning Contract Administration: Plan for contract administration Conduct a post award orientation Make decisions regarding a contractor’s use of subcontracts Monitor contractor performance and resolve problems Identify and address delays in performance | Review of introduction content Examples Case study exercise |
| **Session 5 - Modifying and addressing challenges** | 45 Minutes: Modifying and Addressing ChallengesModify contracts and exercise options Select and pursue a formal contract remedy and recognize fraud Identify and resolve contract disputes Examine labor laws, government property, intellectual property, and environment protection regulations Identify the methods to finance contracts for commercial products and commercial services and contracts for other than commercial products and commercial services | Review of introduction content Examples Case study exercise |
| **Session 6 - Contract Closeout  Contract File Documentation** | 60 minutes: Contract CloseoutContract Closeout Procedures Contract Completion Statement Physical Completion Time Standards for Closing Contract Files Organizational Structure Personnel Involved  30 minutes: Contract File Documentation Purpose of Contract Documentation Types of Contract Files Contents of Contract Files Record retention requirements | Review of introduction content Examples Case study exercise |
| **Session 7  Challenging Closeouts   Contract termination** | 15 minutes: Challenging closeouts  30 minutes: Contract terminationTermination for Convenience Termination for Cause | Review of introduction content Examples Case study exercise |