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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 contentExamplesCase study exercise  |
| **Session 2- Contract Types Overview** | 30 minutes: Overview of contract types: Fixed Price vs. Cost ReimbursementFactors in selecting contract typesImpact of contract type on contract administration and closeout | Review of introduction contentExamplesCase 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 contentExamplesCase study exercise  |
| **Session 4 - Early contract administration** | 45 min: Planning Contract Administration: Plan for contract administrationConduct a post award orientationMake decisions regarding a contractor’s use of subcontractsMonitor contractor performance and resolve problemsIdentify and address delays in performance | Review of introduction contentExamplesCase study exercise  |
| **Session 5 - Modifying and addressing challenges** | 45 Minutes: Modifying and Addressing ChallengesModify contracts and exercise optionsSelect and pursue a formal contract remedy and recognize fraudIdentify and resolve contract disputesExamine labor laws, government property, intellectual property, and environment protection regulationsIdentify the methods to finance contracts for commercial products and commercial services and contracts for other than commercial products and commercial services | Review of introduction contentExamplesCase study exercise  |
| **Session 6 - Contract Closeout Contract File Documentation**  | 60 minutes: Contract CloseoutContract Closeout ProceduresContract Completion StatementPhysical CompletionTime Standards for Closing Contract FilesOrganizational StructurePersonnel Involved30 minutes: Contract File Documentation Purpose of Contract DocumentationTypes of Contract FilesContents of Contract FilesRecord retention requirements  | Review of introduction contentExamplesCase study exercise  |
| **Session 7Challenging Closeouts Contract termination**  | 15 minutes: Challenging closeouts 30 minutes: Contract terminationTermination for ConvenienceTermination for Cause  | Review of introduction contentExamplesCase study exercise  |