



Contracting Life Cycle Roadmap

Contracting Basics

ALO #	Title	Description	CLP/PDU	Complete
ALO058	Contracting as a Profession & the Evolution of Contracting	As a contract professional, it is important to learn what is expected of you. In this module, you will learn about the long and colorful history of the federal contracting profession. You will also learn about the characteristics and education required of the contracting profession and the various professional opportunities available to the contracting professional.	1	
ALO050	Ethics, Conflicts of Interest and Procurement Integrity	Ethics serve as a moral guidance for government employees to follow as servants to the public. By observing the general principles and specific ethics standards, employees help to ensure that citizens have confidence in the integrity of Government operations and programs. In this module, you will learn about ethical behavior, to include what is and is not acceptable when working with vendors or contractors. You will learn about the regulatory guidance on government ethics and receive some resources that can help you in the future, should you have questions about ethical behavior.	1	
ALO059	Overview and Fundamentals of Government Contracting	The Federal Government is, by far, the largest contractor in the U.S., contracting out services and products to support a variety of programs and projects. For new contracting personnel, it is important to understand the history and foundations of Government contracting. In this module, you will learn about the framework that identifies the origin of federal contracts and the prominent regulations that govern the federal acquisition process.	1	
ALO060	Uniform Contract Format (UCF)	In everyday dealings, we make agreements for everything from buying groceries to getting the car repaired to obtaining lawn care services. For the federal government, contracts serve as binding agreements for acquiring goods and services from private industry. This course provides a basic overview of the structure of common Government contracts – the Uniform Contract Format. Regardless of whether your interests lie in contracts, finance, program management or some other Government- related position, the information covered in this course is a must for all whose business has any interest or involvement in Government contracts.	1	
ALO023	Contract Types	In this module, you will learn about the major contract types, to include Fixed-Price, Cost Reimbursement, Indefinite-Delivery/Indefinite Quantity, and Time and Materials (T&M). Within each of these categories, you will explore the variations of the contract type, and the associated risk to the Government and Contractor. You will learn about the considerations needed to choose the appropriate contract type for your procurement, as well as some best practices when considering contract type.	2	
ALO061	Contracting Methods and Vehicles	There are many ways to meet an organization's acquisition needs to include different methods and also pre-established vehicles under which you can conduct your source selection while saving significant time in getting on contract. This module will take you through the different contract methods, explain when to use each one and then highlight the different types of vehicles and provide their benefits.	1	
ALO016	Emergency Contracting	This module includes an overview of emergency contracting, with specific emphasis on the flexibilities allowed during these situations. You will get an overview of FAR Part 18, Emergency Contracting, and FAR Part 50, Extraordinary Contractual Actions.	1	

ALO #	Title	Description	CLP/ PDU	Complete
ALO062	Contract Required Sourcing	In contracting, FAR Part 8 addresses various source requirements for the purchase of supplies or services. In this module, you will learn about those requirements and how to prioritize them. You will also learn about sources of supply to include the AbilityOne Program, the Federal Prison Industries, and the Federal Supply Schedule.	1	
ALO035	Introduction to Environmentally-Preferable Purchasing (EPP): Going Green	It seems like “Go Green” is the catch phrase of the century, and the acquisition field is no exception. It is important in today’s world to understand how you can help your organization use EPP – Green Purchasing and save money, time, and resources. In the following module, you will learn about “environmentally preferable purchasing” (EPP) and understand the guiding principles, rules and governance for EPP or “green” acquisitions. You will also be exposed to the breadth of products and services impacted by EPP every day.	1	
ALO017	Commercial Item Acquisition	This module includes an overview of FAR Part 12, with specific emphasis on how the Part 12 procedures enable faster, smarter, cheaper acquisitions. You will also review the format of a solicitation and some benefits of this type of acquisition.	1	
ALO020	Small Business Program Requirements	In the following module, you will get a brief overview of the Small Business Act and how it applies to acquisitions today, along with size standard information and references. You will also learn about the types of small business and how agencies participate in these programs.	1	
ALO013	Better Practice Transfer	In this module, you will learn the how to harness your knowledge and share it with others. We will address some techniques and tools you can use to share knowledge, as well as list some key benefits.	2	
ALO063	Contractor Responsibility	The Contracting Officer makes a significant determination when signing the contract beyond obligating the government to the terms and conditions under the contract. They make the determination the contractor is “responsible” in many aspects, from being financially capable of executing the contract to having sufficient resources – people and material – to performing in an ethical manner under previous Government contracts. This module will walk you through the different areas of contractor “responsibility” and help you understand how to ensure you have a solid basis for signing the contract. This module is mandatory for all current and future Contracting Officers.	1	
ALO051	Competition in Contracting	In federal procurement, the Government is required to compete every acquisition to the maximum extent practicable. This makes it critical that all contracting personnel understand contracting requirements with regard to competing a contract for a product or service. In this module you will learn about full and open competition and some key drivers of competition. You will also learn why it is so important to increase competition and understand the marketplace for services and products.	1	
ALO065	Government Appropriations Introduction	In this module we will examine the annual budget process and its evolution into the annual appropriation. While the process is well defined, the milestones in the process are often missed, creating complex program performance issues. While appropriation law is a specialty unto itself, it directly impacts the acquisition community. We will take a look at not only the process but also the key execution laws that every acquisition professional should be familiar with.	1	
ALO079	Performance-Based Acquisitions (PBA): An Overview	Performance-Based Acquisition (PBA) is an approach to contracting that focuses on getting results. This process allows government and industry to work together to achieve superior programmatic results by allowing contractors to solve the problem and identify the performance measures, appropriating reliance on the private sector with few constraints to limit innovation. The government does its inherently governmental task (identifying needs, objectives, and constraints) and the private sector does the “inherently commercial” task of developing the business proposal to meet the needs and objectives. In this module, you will learn about the importance of the PBA process to include the Seven Steps and how they can help your organization effectively use PBA. You will get an overview of each step and insight into managing performance-based contracts.	1	

ALO #	Title	Description	CLP/ PDU	Complete
ALO018	Award-Fee Contracting	In the following module, you will learn the basics of incentive-type contracting. You will learn about the requirements of incentive contracting, as well as the elements of an award-fee plan. You will also review sample documents and a “how to” guide developed by the Air Force that will show you what you need to consider in this type of contracting.	1	
ALO054	Performance Incentives	In performance-based contracting, often the government will use incentives to encourage contractors to meet a pre-determined performance level on the contract. These incentives can be positive or negative, monetary or some other form of incentive to motivate the contractor. In this module, you will learn how performance incentives are developed and utilized, to include how they apply to various types of contracts. You will also review some detailed examples to illustrate the use of performance incentives.	2	
ALO066	Justifying Sole Source Procurements	There are times when a particular project or program may need to consider sole source procurement. It is critical that you justify and document those circumstances when the government finds it necessary to pursue a given procurement in which the opportunity to meet the needs of the government requirement is limited to a single firm – the sole source. Throughout this module, you will learn about sole source justification, particularly when the purchases are ABOVE the micro-purchase thresholds. You will learn about the various circumstances permitting government Contracting Officers – and acquisition teams – to justify limiting a specific procurement to one source (or a limited number of sources) and how to document the justifications. This will include detailed information on Justification and Approval for Other Than Full and Open Competition.	1	
ALO053	The Service Contract Act (SCA) of 1965	The Service Contract Act (SCA) sets forth requirements for how service employees in various classes are paid, to include benefits. In this module, you will learn about the SCA and how it will apply to contracts. You will also learn about pitfalls to avoid and how to obtain wage determinations on a contract.	1	
ALO034	Government Property: The Basics	In this module, the focus is on Government-Furnished Property (GFP). You will learn about the rules and regulations for GFP, including the “Eight Principles of Federal Property Management.” You will also learn about Government and Contractor responsibilities related to GFP.	1	
ALO073	Publicizing Requirements	In today’s acquisition environment, it is critical to any organization that it gets the right product or service to achieve its mission and/or goals. As part of this effort, it is important that any need or requirement be publicized to get the best possible response from vendors who can potentially satisfy that requirement. This promotes fair competition and can prevent protests against the agency. In this module, you will learn how and why you must publicize your agency’s requirements for products or services. As part of this process, you will get an overview of the solicitation process, to include amending and cancelling solicitations.	1	

Pre-Award

ALO #	Title	Description	CLP/ PDU	Complete
ALO005	Advance Acquisition Planning and the Advanced Acquisition Plan	In this module, we will discuss the Acquisition Plan and Acquisition Strategy used during acquisition planning. You will learn about the key differences between the Acquisition Plan (AP) and the Advanced Acquisition Plan (AAP) to include when each is needed for a procurement. As part of the planning process, you will also learn about the importance and benefits of market research as you prepare for contract award.	2	
ALO064	Requisition Familiarization	In this module we explore the basic elements of a complete Procurement Request Package. The PR Package is a spring board in to the acquisition strategy phase, and getting it right is paramount. While the methods of submitting a PR package may differ from agency to agency, the components of a good package should be universal.	1	
ALO048	Simplified Acquisition Procedures	In procurement, the Federal Acquisition Regulation sets certain requirements for purchases based on type and amount. In this module, you will learn about the Simplified Acquisition Procedures (SAP), which address the policies and procedures for the acquisition of supplies and services, including construction, research and development, and commercial items, the aggregate amount of which does not exceed the simplified acquisition threshold.	1	
ALO069	Simplified Acquisition Procedures: Applying to Complex Services and Commodities	In procurement, the Federal Acquisition Regulation sets certain requirements for purchases based on type and amount. This module takes a deeper look at Simplified Acquisition Procedures when applying them to complex services and commodities. If you have taken the Simplified Acquisition Procedures module, you already have some foundational knowledge on this topic. This module is a follow-on to that foundational topic.	1	
ALO027	Federal Supply Schedule (FSS) Contracting	In this module, you will learn how to use the Federal Supply Schedule to include tips on getting started and conducting market research on gsaadvantage.gov. You will also learn how to base best value source selection decisions to enable you to take full advantage of the FSS Program.	1	
ALO009	Requirements Documentation for Program Representatives	In the following module, the documents that will be discussed in detail are the Statement of Objectives (SOO), the Performance Work Statement (PWS) and the Quality Assurance Surveillance Plan (QASP). You will learn the elements and purpose of each of these key requirements documents in acquisition.	2	
ALO001	Define the Need and Conduct Market Research	In this module, we present tools and techniques for defining the need and gathering critical market research information to ensure solicitations allow for maximum competition and innovative solutions for Government.	3	
ALO007	Develop a Statement of Objectives (SOO)	In the following module, we will discuss the elements of the SOO as well as the SOO process and format. We will also discuss the benefits and significance of the SOO in performance-based acquisition.	2	
ALO049	Develop a Performance Work Statement (PWS)	In this module, you will learn about how to write a PWS with focus on the tasks and what the government wants as a result of those tasks being completed. You will be able to differentiate between a task-oriented approach and a performance-based approach to contracting. This will help you determine the level of detail you need when writing a requirement document such as a PWS.	2	
ALO036	Increasing Competition for Results	In this module, you will receive a basic understanding of how to increase competition in acquisitions and why you would want to increase competition. You will learn about the full range of benefits that result from competitive proposals or quotations and how this would benefit your organization.	1	

Pre-Award

ALO #	Title	Description	CLP/ PDU	Complete
ALO025	Bids and Proposals	In this module, you will learn about the three basic types of solicitations: Invitations for Bids (IFBs); Requests for Proposals (RFPs); and Requests for Quotations (RFQs). Each has a unique purpose; you will learn when it is appropriate to use each type and some of the benefits and disadvantages of using these solicitations. Additionally, you will learn about price and non-price factors in contracting and how to weigh them against each other when evaluating proposals.	1	
ALO002	Discussions Before Receipt of Proposals and Due Diligence	In the following module, you will learn when and what types of communications are permitted in the FAR, how to conduct due diligence appropriately, and best practices to incorporate into your acquisition.	2	
ALO030	Overview of Contract Negotiations	In this module, you will get an introduction to the world of contract negotiations. The focus will be on the dynamic between the Government and the contractor. This includes a look into human behavior and what drives the negotiation process. There are also some helpful worksheets to use during the negotiation, as well as some tips and techniques.	1	
ALO031	Planning Contract Negotiations	In this module, you will learn the benefits and disadvantages of team negotiation and individual negotiations. You will learn some basic planning techniques and review best practices to use as you research your opponent and prepare for the negotiation. You will also review tactics and counter-tactics for the negotiation.	1	
ALO032	Competencies of Contract Negotiations	In this module, you will learn some of the hard and soft skills needed to be a savvy contract negotiator. This includes several competencies and critical skills for negotiating a contract. Additionally, you will review various checklists and some best practices to utilize as you prepare to navigate the negotiation process.	2	
ALO033	Conducting Contract Negotiations	In this module, you will learn about the actual process of conducting negotiations. This includes answers to Who, What, When, Where, and Why of the negotiation. You will also learn about how to avoid common mistakes during the process.	1	
ALO008	Develop the Competitive Pool	In the following module, we will examine the competitive methods agencies may select to conduct SOO-based procurements. We will also examine the significance of the choices on the acquisition strategy when considering the needs of the agency and we will present methodologies and techniques for developing the competitive pool in order to get the best selection of vendors for the acquisition.	2	
ALO028	Developing the Source Selection Plan	This module is a basic introduction to the purpose and format of a Source Selection Plan. You will learn about the regulations and process of developing a Source Selection Plan, as well as some best practices.	1	
ALO029	Developing the Technical Evaluation Plan	This module is a basic introduction to the purpose and elements of a Technical Evaluation Plan. You will learn about the benefits and guiding regulations when developing a Technical Evaluation Plan.	1	
ALO010	Source Selection Evaluation Criteria and Instructions to Offerors	In the following module, we will discuss the importance of developing good evaluation criteria that ties into the objectives of the acquisition. The evaluation criteria will be used by the source selection team to assess the offerors' proposals and their ability to accomplish the requirements. In addition, we will discuss the importance of providing offerors clear instructions in the solicitation on how their proposals will be evaluated.	2	
ALO012	Receipt and Initial Evaluation of Proposals	In this module, we will examine the various techniques you can use to develop evaluation criteria and evaluate proposals for your acquisition project. This will include the use of oral presentations, role of past performance, and determination of best value.	2	

Pre-Award

ALO #	Title	Description	CLP/ PDU	Complete
ALO011	Competitive Range Determination and Conducting Competitive Discussions	In the following module, we will discuss the types of exchanges that are appropriate between the offerors/vendors and the government. In addition, we will look at the benefits and ramifications that are associated with establishing a competitive range in a PBA and awarding the contract without discussions with the offeror.	1	
ALO024	Overview of the Cost-Technical Trade-off Analysis	In this module, you will learn the process of performing a cost-technical trade-off analysis, also referred to as best value source selection. Non-cost evaluation factors and discriminators are discussed, along with methods of assessing technical proposals (including past performance) and integrating decision points into that assessment.	1	
ALO083	Award Documentation	Award documentation is a critical step in both pre-award and post-award phases of an acquisition. In pre-award, it is the culmination of all previous acquisition documentation and planning leading up to award. In post-award, the award documentation will become the legal and binding document between the Government and the Contractor. In this module, you will learn about the elements and importance of award documentation.	2	
ALO015	Becoming a Strategic Business Advisor: An Overview	In acquisition today, the roles of Program/Project Manager and the Contracting Officer can sometimes cross over, making it difficult to clearly define each person's responsibilities. Having an Advisor, or in this case a Strategic Business Advisor, can help ensure the acquisition goes smoothly. In this module, you will learn about the skills and traits of a Strategic Business Advisor. This includes business acumen, interpersonal skills, and managing for results.	2	

Post-Award

ALO #	Title	Description	CLP/ PDU	Complete
ALO039	Disputes	In this module, you will learn about disputes, and how they differ from a protest or claim. You will also review some common reasons a dispute may arise and how to handle dispute resolutions.	1	
ALO037	Protests	In government contracting, there are instances where a contractor will feel they have been treated unfairly during the contract award process. If at any time during the pre-award or life of the contract this should occur, a protest can be filed. In this module, you will learn about the protest process, when and how a protest can be filed and to whom the protest should be filed. You will get an in-depth look at protesting to the Agency and protesting to the GAO.	1	
ALO004	Deliver Results Through Partnership	In this step, we will examine the various methods and benefits used in performance-based management. Using this approach can help foster a true partnership between the Government and the vendor for any procurement. These tools can enable both the Government and the vendor to achieve the objectives of the acquisition and overall mission, through good communication and collaboration between both parties.	2	
ALO006	Quality Assurance Surveillance Plan (QASP)	In the following module, we will present methods of surveillance and suggested formats for the QASP during the period of contractor performance. We will include a QASP Checklist and several samples to help you understand the purpose of the QASP and ways to develop your own QASP for your Government contract.	2	

Post-Award

ALO #	Title	Description	CLP/ PDU	Complete
ALO056	Understanding Contract Modifications	This module focuses on explaining contract modifications for program personnel, such as Contracting Officer's Representatives (CORs), project/program managers and program analysts. In this module, you will learn to distinguish between the types of contract modifications, learn to identify types of contract changes and understand the importance of the "Changes" clause in contracts and the specifics for exercising contract options as a contract modification.	2	
ALO055	Operating Under a Continuing Resolution	Each Fiscal Year, the government will appropriate funding to the various government agencies to support their programs/projects. However, in many instances a formal appropriations bill may not yet be signed into law by the end of the Congressional fiscal year, yet the agencies need to proceed with the work. The solution is called a Continuing Resolution (CR), and it provides funding for existing federal programs at current or reduced levels. In this module, you will learn about CRs, to include when and how to utilize them in lieu of appropriated funding.	1	
ALO052	Contract Close-Out	Contract close-out begins when the contract is physically completed and all administrative actions have been completed; i.e. all disputes settled, and final payment is made the contractor. The contract close-out process requires close coordination between the contracting activity, finance office, technical program office, and the contractor. In this module you will learn about the procedures involved in closing out completed contracts, purchase orders, and delivery and task orders. You will also learn about the regulations governing close-out procedures and the legal implications of contract completion.	1	
ALO046	Managing in a Performance-Based Environment	Performance-Based Project Management (PBPM) is a documented, systematic approach for acquisition management. Like traditional project management, PBPM involves planning and defining, implementing and assessing, and changing. However, PBPM goes beyond those steps to emphasize the six disciplines. In this module, you will learn key differences in managing a performance-based contract, as opposed to a traditional methods-based contract. You will also learn about the six disciplines and their various roles throughout contract management.	1	
ALO074	Contract Terminations	Though not ideal, there are times when a contract needs to be terminated for various reasons. In this module, you will learn about the different reasons that contribute to a possible contract termination. You will also learn about the types of contract termination and the requirements for each.	1	
ALO078	Contract Administration Introduction	This module addresses the guiding principles of the Federal Acquisition Regulation when performing contract administration. You will learn about the functions of the Contracting Officer, what they can delegate, and to whom. You will also get a brief overview of the Defense Contract Management Agency website and all the services it has to offer during contract administration.	1	
TOTAL Life Cycle CLPs			76	