

**GENERAL SERVICES ADMINISTRATION
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-Line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! Is: GSAAdvantage.gov.

**TRAINING AIDS AND DEVICES, INSTRUCTOR-LED TRAINING,
COURSE DEVELOPMENT; TEST ADMINISTRATION
FEDERAL SUPPLY GROUP 69
SINS 874-4, 874-6, 874-8, 874-99
CONTRACT NUMBER: GS-02F-0097T**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

**CONTRACT PERIOD: May 9, 2012 – May 8, 2017
PRICE LIST EFFECTIVE: May 2012**

**ADOA EXPERTS, INC.
19490 ANDERSON MILL ROAD
BEAVERDAM, VIRGINIA 23015
PHONE: 804-448-1082
FAX: 804-448-1672**

admin@adoaexperts.com or dcoleman1@bealenet.com

Contractor: ADOA Experts, Inc.

Web Site: www.adoaexperts.com

Business Size: Small, Woman-Owned

Contract Administrator: Delphine Coleman

Table of Contents

<u>Item</u>	<u>Page Number</u>
Customer Information (Terms and Conditions)	3-5
Price List for SIN 874-4 Instructor-Led Training, Test Administration, Course Development	6-8
Price List for SIN 874-6, Acquisition Management Services	10-12
Price List for SIN 874-8, 1102 Core Curriculum	13-15
Price List for SIN 874-99, New Services	15
Course Descriptions	15-18

CUSTOMER INFORMATION

ADOA Experts, Inc. has been providing training, consulting, and course development services for over 10 years to federal, state, and international agencies. ADOA is a small, woman-owned business that has a proven track record of providing excellent services. ADOA's GSA Schedule Contract provides training and course development services under the following Special Item Numbers (SINs):

1a. Table of Awarded Special Item Numbers (SINs)

SIN 874-4, Instructor Led Training: ADOA's stellar educational program includes thirteen courses in various subjects. ADOA will conduct these courses at your site or at an ADOA location. See page 7 for additional details.

Course Development and Test Administration: ADOA has been developing course materials for over 11 years and is especially skilled in tailoring materials to agency needs. See page 10 for course development pricing.

SIN 874-6: Acquisition Management Support: ADOA has been involved in several studies geared to improve the acquisition process and procurement documents. ADOA staff have been involved in Procurement Management Reviews (PMRs) to assess the quality of agency requirements and contract documents.

SIN 874-8, Acquisition Training for 1102's: ADOA is certified to teach 1102 contract courses. See page 9 for pricing for the 1102 Core Curriculum.

SIN 874-99, New Services. ADOA may provide new tasks, procedures, or products connected with the items under this contract that have not been introduced to the Federal government or which are being developed and improve the acquisition process.

Course descriptions are shown on pages 11-12 of this price list.

1b. Identification of Lowest Price Model Number: SIN 874-4, 1 Day Training Course - \$3,081.98 (15-20 Students)

1c. Hourly Rates: N/A

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Delivery Terms (Geographic Location): Worldwide

5. Points of Production: Beaverdam, Virginia

3

ADOA Experts, Inc.

19490 Anderson Mill Road, Beaverdam, Virginia 23015 Phone: 804-448-1082
FAX 804-448-1672 – Email: admin@adoaexpets.com and dcoleman1@bealenet.com

6. Discount from List Prices: Instructional Services Under SINS 27-400, 27-500 and 27-600 - 9% (15-20 Students), 10% 21-30 Students. Discounts already shown in ADOA prices attached.

Course Development Services under SIN 874-4 – 2%

7. Quantity Discount: 3% for orders exceeding \$100,000.00

8. Prompt Payment Discount: None

9a. Government-wide Credit Card at and Below the Micropurchase Threshold: ADOA Experts, Inc. will accept the Government-wide Credit Card for transactions at and below the micropurchase threshold.

9b. Government-wide Credit Card Above the Micropurchase Threshold. ADOA will accept Government purchase cards above the micropurchase threshold.

10. Foreign Items: N/A

11a. Time of Delivery: 30 Days After Receipt of Order

11b. Expedited Delivery: N/A

11c. Overnight and 2-day Delivery: N/A

11d. Urgent Requirements: N/A, The ADOA contract administrator may be called to effect a faster delivery.

12. F. O. B. Point: Destination

13a. Ordering address(es): ADOA Experts, Inc. 19490 Anderson Mill Road, Beaverdam, Va 23015.

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation 8.405-3.

14. Payment Address(es): Payment by check. ADOA Experts, Inc., 19490 Anderson Mill Road, Beaverdam, Virginia 23015.

Electronic Funds Transfer and Credit Card Payments: Contact ADOA Contract Administrator at 804-448-1082 or email admin@adoaexperts.com.

- 15. Warranty Provisions:** N/A
- 16. Export Packing Charges:** N/A
- 17. Terms and Conditions of Government Purchase Card:** ADOA will accept Government Purchase Cards below and above the micropurchase threshold.
- 18. Terms and Conditions of Rental, Maintenance, and Repair:** N/A
- 19. Terms and Conditions of Installation:** N/A
- 20. Terms and Conditions of Repair Parts:** N/A
- 21. List of Service and Distribution Points:** N/A
- 22. List of Participating Dealers:** N/A
- 23. Preventive Maintenance:** N/A
- 24a. Special Attributes:** N/A
- 24b. Section 508 Compliance:** N/A
- 25. Data Universal Number System (DUNS) Number:** 028130859
- 26. Notification Regarding Registration in Central Contractor Registration (CCR) Database.** ADOA Experts, Inc. is registered in the CCR.

1. Prices for SIN 874-4 – Instructor-Led Training

Course Number and Title	Course Length	2012 GSA Schedule Price 15-20 Students (Inclusive of 10% Discount and Industrial Funding Fee)	2012 GSA Schedule Proposed Price 21-30 Students (Inclusive of 11% Discount and Industrial Funding Fee)
7101-Contracting Officer's Representative (COR) Training	5-Day	\$10,365.13	\$15,376.77
7102-Contracting Officer's Representative (COR) Refresher Training	3-Day	\$7,083.22	\$10,508.13
7103-Contracting Officer's Representative (COR) Training	1-Day	\$3,601.98	\$5,640.30
7103B-Contracting Officer's Representative (COR) Refresher Training	1-Day	\$3,601.98	\$5,640.30
7103-C COR Contractor Performance Evaluation Training	3-Days	\$7,461.82	\$11,069.73
7103-D Contract Management for CORs	3-Days	\$7,461.82	\$11,069.73
7104 - Simplified Acquisition Procedures	5-Days	\$10,365.13	\$15,376.77
7105-A - Advanced Simplified Acquisition Procedures	3-Days	\$7,461.82	\$11,069.73
7106-Simplified Acquisition Procedures Refresher Training	2-Days	\$5,442.87	\$8,074.62
7107-Basic Contracting for Support Personnel	4-Days	\$8,724.75	\$12,943.26
7108-Task Order Contracting	2-Days	\$5,442.87	\$8,074.62
7109-Inspection and Acceptance	1-Day	\$3,801.93	\$5,640.30
7110-A Performance	3-Days	\$7,083.81	\$10,508.94

Based Service Acquisition			
7111-A - Statements of Work	3-Days	\$7,083.81	\$7,495.11
7111-C Performance Based Statements of Work Training	3-Days	\$7,083.81	\$10,508.94
7112-Information Technology Statements of Work	3-Days	\$7,265.80	\$10,778.94
7113-Market Research	3-Days	\$7,083.81	\$10,508.94
7113-A – Market Research and Commercial Items	3-Days	\$7,083.81	\$10,508.94
7113-C - Market Research	2-Days	\$5,442.87	\$8,074.62
7114 Source Selection Training	5-Days	\$10,365.13	\$15,376.77
7114-A – Source Selection Training	3-Days	\$7,083.81	\$10,508.94
7115 – Negotiation Strategies	3-Days	\$7,461.82	\$11,069.73
7117 – FAR Part 13	2-Days	\$5,442.87	\$8,074.62
7118 – FAR Part 12	2-Days	\$5,442.87	\$8,074.62
7119 Independent Government Cost Estimate (IGCE) Training	3-Days	\$7,461.82	\$11,069.73
7119-A - Independent Government Cost Estimate (IGCE) Training	2-Days	\$5,442.87	\$8,074.62
7120 – Contract Changes	3-Days	\$7,461.82	\$11,069.73

*Current prices are based on a maximum of 30 students and a minimum of 15 students. Customers may contact ADOA Experts at 804-448-1082 if agency requirements are less than or greater than stated minimum/maximum number of students.

*ADOA Prices exclude Other Direct Costs such as computer/Projector rental and reimbursable expenses for instructor travel, including per diem. SIN 874-4 and 874-8 classes are priced to be held at the client site. However, ADOA Experts may also conduct classes at a facility that it chooses as an Other Direct Cost (ODC). Alternatively,

ordering activities may request that ADOA arrange training at a third-party facility (e.g., commercial hotel) on a reimbursable basis for each customer order.

*Orders greater than \$100,000. ADOA provides an additional quantity discount of 3% for orders expected to exceed \$100,000.

2. Prices for SIN874-4, Course Development and Test Administration

COURSE DEVELOPMENT

With GSA Discount of 2% and IFF

1-DAY COURSE	\$17,247.03
2-Day Course	\$20,070.85
3-Day Course	\$24,306.59
4-Day Course	\$32,231.05
5-Day Course	\$47,348.37

Quantity Discount: ADOA offers an additional 3% quantity discount for orders over \$100,000.

INSTRUCTIONAL SERVICES

If Customers request that ADOA conduct the training for courses that are developed, the following prices apply.

SIN 874-4 – Course Development (Training Course Prices)

Course Number and Title	Course Length	2012 GSA Schedule Price 15-20 Students (Inclusive of 10% Discount and IFF)	2012 GSA Schedule Price 21-30 Students (Inclusive 11% Discount and IFF)
5-Day Pricing Based on ADOA Course 7101-Contracting Officer's Representative (COR) Training	5-Day	\$10,365.13	\$15,376.77
4 day Pricing Based on ADOA Course 7107-Basic Contracting for Support Personnel	4-Days	\$8,724.75	\$12,943.26

Course Number and Title	Course Length	2007 GSA Schedule Price 15-20 Students (Inclusive of IFF)	2007 GSA Schedule Proposed Price 21-30 Students (Inclusive of IFF)
3 Day Pricing Based on ADOA 7102- Contracting Officer's Representative (COR) Refresher Training	3-Day	\$7,083.22	\$10,508.13
2 Day Pricing Based on ADOA 7106- Simplified Acquisition Refresher Training	2-Days	\$5,442.87	\$8,074.62
1 Day Pricing Based on ADOA 7103- Contracting Officer's Representative (COR) Training Refresher	1-Day	\$3,081.98	\$5,640.30

*Current prices are based on a maximum of 30 students and a minimum of 15 students. Customers may contact ADOA Experts at 804-448-1082 if agency requirements are less than or greater than stated minimum/maximum number of students.

*ADOA Prices exclude Other Direct Costs such as computer rental and reimbursable expenses for instructor travel, including per diem. SIN 874 and 874-8 classes are priced to be held at the client site. However, ADOA Experts will conduct classes at a facility that it chooses as an Other Direct Cost (ODC). Alternatively, ordering activities may request that ADOA arrange training at a third-party facility (e.g., commercial hotel) on a reimbursable basis.

*Orders greater than \$100,000. ADOA provides an additional quantity discount of 3% for orders expected to exceed \$100,000.

3.SIN 874-6—ADOA wishes to add this Special Item Number (SIN) to its current GSA Schedule.

GSA Federal Supply Schedule Price List - Contract No. GS-02F-0097T		
SIN-874-6 – Acquisition Management Support		
Item Number	Service Name	GSA Price per Hour
874-6	Acquisition Management Support – Labor Categories	
	Project Manager	\$200
	Senior Subject Matter Expert (Senior Consultant)	180
	Subject Matter Expert (Expert Consultant)	165
	Subject Matter Expert (Consultant)	120
<p>Rates for these SINS do not include travel and per diem. The customer will be invoiced for any travel, per diem, or other direct costs on a reimbursable basis (JTR Rates). The reimbursement will be based on Government allowed travel rates. ADOA will include an estimate for travel in any proposal once the location of the project has been established.</p>		

ADOA is proposing the hourly rates shown above for SIN 874-6 and hereby provides a description of all corresponding commercial job titles, experience, functional responsibility and education for those type of employees or subcontractors who will perform services.

SIN 874-6	Description
Project Manager	<p>Education/Experience: Bachelor’s Degree or higher, plus experience in Business Administration or a related subject. Seven years of job related project management experience is required. Specific duties will be provided with each task order. General Duties include: Provides oversight and leadership in managing projects from their inception to completion. Performs daily duties such as managing budgets, resources, time, and other areas in order to obtain organizational goals. Plans, develops, and executes schedules in order to accomplish projects in a timely manner. Analyzes data to identify inefficiencies. Follows up on studies and recommendations. Coordinates, defines, and monitors team activities. Identifies and manages project risks and resolves problems as they occur. Creates and implements mitigation and contingency plans. Facilitates meetings and acts as liaison between ADOA and the customer. Oversees contracting process by reviewing financial progress, contract terms and conditions, and monitoring team performance.</p>
Expert Consultant	<p>Education/Experience: Bachelor’s Degree or higher, plus experience. Ten years of job related experience is required, including management and consulting experience, and ten years subject matter expertise.</p> <p>Specific duties related to each task order will be provided as required. General duties include: Identifying issues and forming hypotheses. Consulting in a specialized functional or technical area, providing specific guidance reflecting detailed, expert knowledge of the given area or function; performing complex analysis and/or studies to assess assigned issues; when necessary, develop policy options and/or make policy recommendations on matters relating to the client’s goals and mission; present findings and recommendations based on thorough</p>

	<p>analysis and strategic recommendations through reports and/or presentations; develop appropriate plans, including quality control plans, to implement recommended action; interface with customer management personnel to ensure that task order objectives of the client are being accurately and thoroughly addressed. This labor category also provides acquisition services and support including acquisition planning, developing acquisition documents and work statements, preparing synopses and solicitation documents, participating in evaluations and negotiations, and performing contract administration.</p>
Senior Consultant	<p>Education/Experience: Bachelor's Degree or higher plus experience. Must have ten years of job-related experience, and five years subject matter expertise.</p> <p>Specific duties germane to each task order will be provided as required. General duties include: Analysis of business or operating procedures, or other assigned areas, to devise most effective method of accomplishing the task order objectives; plan study or analysis of work problems and procedures, such as organizational change, communications, information flow, quality control, cost analysis , or other assigned issues; interface with customer key personnel to ensure that client goals and mission objectives are being met through recommended changes; organize and document findings of studies and prepare recommendations for implementation of new systems or procedures; perform review of operational effectiveness of new systems and/or procedures; recommend modifications as required. This labor category also provides acquisition services and support including acquisition planning, developing acquisition documents and work statements, preparing synopses and solicitation documents, participating in evaluations and negotiations, and performing contract administration. Therefore the employee or subcontractor will be required to stay abreast of current legislative and regulatory guidance.</p>
Consultant	<p>Education/Experience: Bachelor's Degree plus experience. Must have five years of job-related experience and five years subject matter expertise.</p>

	<p>Specific duties germane to each task order will be provided as required. General duties include: Conducting analysis and interviewing clients, management team and other stakeholders. Runs focus groups and facilitates workshops. Reviews assigned area(s) and determine the most effective method of obtaining data for analysis (such methods could include, surveys, interviews, document review, etc.); develop method and/or prepare instrument for data collection; recommend plan and time frame for data analysis; perform data analysis; prepare written and/or oral report presenting results of analysis; provide support for Expert and Senior Consultants as required; interface with client key personnel to ensure that task order objectives have been addressed accurately and thoroughly. This labor category also provides acquisition services and support including acquisition planning, developing acquisition documents and work statements, preparing synopses and solicitation documents, participating in evaluations and negotiations, and performing contract administration. Therefore, the employee or subcontractor will be required to maintain currency of knowledge and expertise in acquisition related areas.</p>
--	---

4. SIN 874-8 – 1102 Core Curriculum.

1102 CORE CURRICULUM TRAINING EXPERIENCE (DAU or FAC-COR Training)

Course Number and Title	Course Length (# Days-CLPs)	2012 GSA Schedule Price 15-20 Students (Inclusive of 9% Discount and Industrial Funding Fee)	2012 GSA Schedule Proposed Price 21-30 Students (Including 10% Discount and Industrial Funding Fee)
7101- Contracting Officer's Representative (COR) Training – FAC COR	5-Days (40 CLPs)	\$10,365.13	\$15,376.77
7101-A Contracting Officer's Representative (COR)	5-Days (40 CLPs)	\$10,365.13	\$15,376.77

Refresher Training – FAC COR			
7101-B Contracting Officer’s Representative (COR) Training – FAC COR	4-Days (32 CLPs)	\$8,724.75	\$12,943.26
7101-DAU COR 222 DAU COR Training	4.5 Days (32 CLPs)	\$10,365.13	\$15,376.77
7102- Contracting Officer’s Representative (COR) Refresher Training	3-Day (24 CLPs)	\$7,083.22	\$10,508.13
7103- Contracting Officer’s Representative (COR) Training	1-Day (8 CLPs)	\$3,601.98	\$5,640.30
7103- Contracting Officer’s Representative (COR) Refresher Training	1-Day (8 CLPs)	\$3,601.98	\$5,640.30
7101-C Advanced COR Workshop	5-Day (40 CLPs)	\$10,365.13	\$15,376.77
7170-CON 170 – Fundamentals of Cost and Price Analysis	10	\$32,752.50	\$32,670.00
7204- CON204 – Intermediate Contract Pricing	10	\$20,424.59	\$30,300.21

*Current prices are based on a maximum of 30 students and a minimum of 15 students. Customers may contact ADOA Experts at 804-448-1082 if agency requirements are less than or greater than stated minimum/maximum number of students.

*ADOA Prices exclude Other Direct Costs such as computer rental and reimbursable expenses for instructor travel, including per diem. SIN 874-4 and 874-8 classes are priced to be held at the client site. However, ADOA Experts may conduct classes at a facility that it chooses as an Other Direct Cost (ODC). Alternatively, ordering activities may request that ADOA arrange training at a third-party facility (e.g., commercial hotel) on a reimbursable basis.

*Orders greater than \$100,000. ADOA provides an additional quantity discount of 3% for orders expected to exceed \$100,000.

5.SIN 874-99—ADOA is working on developing acquisition courses for the IPOD and IPAD. If these courses become available prices will be as follows. If prices change, they will be consistent with current schedule and market prices.

Acquisition Courses for the IPAD - \$1,200 per student

Acquisition Courses for the IPOD (or cell phone) - \$1,200 per student

Course Number and Title	Course Length	Course Description
7101-Contracting Officer's Representative (COR) Training	5-Day	A basic how-to course that provides training for CORs in the entire acquisition process (Pre-Solicitation, Solicitation and Award, Post-Award). Discusses all aspects of COR duties in the acquisition process from beginning to end. Covers subjects such as Laws/Regulations, Acquisition Planning, Market Research, Independent Government Cost Estimates, Trade-Off and Source Selection Process, COR Roles and Limitations, Unauthorized Commitments and Ratifications. Statements of Work, Modifications, Disputes, Monitoring Contracts, Inspection and Acceptance, Government Furnished Property, Standards of Ethical Conduct, Procurement Integrity, and more). No previous training required.
7102-Contracting Officer's Representative (COR) Refresher Training	3-Day	Covers the basic acquisition process, but concentrates on the Post-Award Phase of the process. Covers subjects such as an Overview of the Acquisition Process, Post Award Orientation Conferences, COTR Roles and Appointments, Unauthorized Commitments, Modifications, Monitoring (Inspection and Acceptance), Disputes, and more. May also be used for basic COR training, as well as Refresher Training. No previous training required.
7103-Contracting Officer's Representative (COR) Training	1-Day	A one-day lecture overview of the entire acquisition process. No Previous COR training or experience highly recommended.
7103B-Contracting Officer's Representative (COR) Training	1-Day	An exercise-driven course that allows students to use their own work experience to resolve various problems that occur in the acquisition process. Previous COR training or experience highly recommended.
7103-C Contractor Performance Evaluation	3-Days	A course that focuses on evaluation of contractor performance in the Post Award Phase. Discusses modifications, PPIRS, invoicing, key personnel, technical direction, and Requests for Equitable Adjustments. No previous training required.
7103-D Contract Management for CORs	3-Days	Includes monitoring responsibilities in the Post Award Phase. Includes monitoring modifications, constructive changes, Stop Work Orders, Monitoring Multiple Contracts. No Previous Experience Required.
7104 - Simplified Acquisition Procedures Training	5-Days	A course designed for all personnel interested in learning more about the Simplified Acquisition Process. Covers the entire process from beginning to end. Subjects include Laws/Regulations, Purchase Orders, Government-Wide Purchase Cards, Imprest Funds/Third Party Drafts, Blanket Purchase Agreements, Unpriced Purchase Orders, and Standard Forms 44. Covers Request for Quotations and Commercial Items acquisitions. Covers solicitation, negotiation, award and contract administration for Simplified Acquisitions. No Previous Training Required.
7105-A - Advanced Simplified Acquisition	3-Days	An exercise-driven course designed for those experienced in Simplified Acquisitions (or who have completed Basic Simplified Acquisition Training). Reviews basic Simplified

Procedures		Acquisition Methods and uses exercises and brief lectures to enhance participant learning. Previous training or experience in Simplified Acquisitions highly recommended.
7106-Simplified Acquisition Procedures Refresher Training	2-Days	An exercise-driven course that allows students to use their experience to resolve problems in the Simplified Acquisition Process. Previous Training or Experience in the Simplified Acquisition Process highly recommended.
7107-Basic Contracting for Support Personnel	4-Days	A basic training course for the procurement, auditing, technical, administrative, and other personnel interested in learning about or currently involved in the acquisition process. Covers the entire process from beginning to end. Subjects covered include Laws/Regulations, Small Business, Acquisition Planning, Market Research, Solicitation and Evaluation of Bids and Proposals, Contract Administration, and more. No Previous Training Necessary.
7108-Task Order Contracting	2-Days	A basic course that covers the entire Task Order Process. Subjects covered include Indefinite Delivery Type Contracts, Task Order Statements of Work, The Ordering Process, and more. No Previous Training Required.
7109-Inspection and Acceptance	1-Day	A short course that provides instruction on inspection methods and requirements. Covers subjects such as Customer Feedback, Random Sampling, Documentation, Inspection, and Acceptance. No Previous Training Required.
7110-A - Performance Based Service Acquisition	3-Days	Provides information on conducting Performance Based Service Acquisition. Covers subjects such as PWS Elements, Quality Assurance Surveillance Plan (QASP), Performance Requirements Summary (PRS) Table, 7 Steps to Performance Based Service Contracting, and more. No Previous Training Required.
7111-Statements of Work	3-Days	Provides hands-on practice in developing a work-breakdown structure (WBS) or Tree Diagram and writing task statements. Describes various types of Statements of Work and Statements of Objectives. Discusses evaluation factors and IGCE. No Previous Training Required.
7111-C – Performance Based Statements of Work	3-Days	Provides hands-on practice in developing a work-breakdown structure (WBS) or Tree Diagram and writing task statements for the PWS. Describes various types of Statements of Work and Statements of Objectives. Discusses evaluation factors and IGCE. Provides brief overview of 7 Steps. No Previous Training Required.
7112-Information Technology Statements of Work	3-Days	A basic course in the overall acquisition process with an emphasis on developing statements of work and evaluation factors for Information Technology Resources. No Previous Training Required.
7113- Market Research	3-Days	A basic course hands on course in conducting market research. Covers subjects such as the purpose of market research, the methods of conducting market research, required sources of supply, and more. Students will conduct market research in this class. No Previous Training Required.
7113-A - Market Research and	3-Days	A basic course on the use of market research to identify and solicit for commercial items. Covers subjects such as the

Commercial Items		purpose of market research, the methods of conducting market research, required sources of supply, commercial items practices and requirements. No Previous Training Required.
7113-B - Market Research	2-Days	A basic course on conducting market research. Provides an overview through lecture of subjects such as the purpose of market research, the methods of conducting market research, required sources of supply, and more. No Previous Training Required.
7114 – Source Selection Training	5-Days	A comprehensive exercise driven course in the source selection process (tradeoffs). Includes source selection teaming, methods (trade-off versus lowest overall cost), evaluation factors, competitive range, negotiation, selection, debriefing, and protests. No previous training required.
7114-A – Source Selection Training	3-Days	A basic course in source selection that provides lecture and class discussion on source selection planning, source selection team, methods, evaluation factors, and competitive range. No previous training required.
7115 – Negotiation Strategies	3-Days	A case-driven course that provides students the opportunity to practice negotiating. Includes pre-negotiation strategies and tactics. Basic acquisition or COR training recommended.
7117 – FAR Part 13	2-Days	A basic course in the FAR Part 13 subjects such as Simplified Acquisition Methods, micro-purchases, small business requirements, request for quotations, commercial items test program. No previous training required.
7118 – FAR Part 12	2-Days	A basic course in the FAR Part 12 subjects such as definition of commercial items, commercial items forms and clauses, terms and conditions, evaluation of commercial items, advertisement, award documents and payment. Focus is on FAR requirements. No previous training is required.
7118-A – Commercial Items Training	3-Days	A basic exercise driven course in soliciting and contracting for commercial items. Subjects covered include Combined Solicitation/Synopsis, developing the RFQ/RFP, evaluation factors, warranties, commercial practices, unique requirements, negotiation of commercial items, and contract administration (including terminations) and payment. No previous training required.
7119-Independent Government Cost Estimates (IGCEs)	3-Days	An exercise driven course in the development of IGCEs. Includes a credible approach to cost estimating, developing the IGCE from the SOW and Work Breakdown Structure, using market research to collect data, indirect and direct costs, overhead and profit. No previous training required.
7119-A – Independent Government Cost Estimates (IGCE's)	2-days	A basic how-to lecture driven course in development of IGCE's. Includes developing the IGCE considering the SOW, Work Breakdown Structure, and market research. No previous training required.
7120 – Contract Changes	3-Days	An overview of the process for recommending and processing contract changes. Includes impact of changes on contract price, escalation, requests for equitable adjustments, terminations and other subjects. No previous training required.
7170-CON 170 Fundamentals of	10	A basic level DAU Certified Training Course for 1102 personnel. Covers various aspects of the methods that may be

Cost and Price Analysis		used to achieve a fair and reasonable cost/price. Course requires the use of computers provided by your agency or ADOA Experts if an off-site course. For Level I personnel working on Level II certification. Prerequisites-CON090 and CLC 058 recommended.
7204– CON204 – Intermediate Contract Pricing	10-Days	A DAU Certified Training Course for 1102 personnel. Covers various aspects of the methods that may be used to achieve a fair and reasonable cost/price. Course requires the use of computers provided by your agency or ADOA Experts if an off-site course. For Level I personnel working on Level II certification. Prerequisites-CON120 (if practicable from a scheduling standpoint). CON202 is highly recommended.