

## **Advanced Simplified Acquisition (3 days)**

### **COURSE PERSPECTIVE**

This course addresses the professional aspects of purchasing. It presents the legal structure of purchasing including regulatory requirements, Uniform Commercial Code principles, and case law decisions. It focuses upon new requirements and techniques for acquiring commercial items; special policies and guidelines for procuring support services; provision and clause selection/development; purchase order administration; and transportation issues.

### **COURSE CONTENT**

- Recognize and understand the legal framework for purchasing.
- Identify portions of the FAR (other than Parts 8 and 13) which apply to simplified acquisitions.
- Pinpoint elements of the SBA, DOL, and OPM regulations that impact purchasing.
- Identify when and how the *Law of Contracts* and the *Uniform Commercial Code* apply to purchasing.
- Identify sources of case law and specific cases that form the common law of purchase contracts.
- Cite purchasing goals and different techniques for meeting them.
- Recognize elements of contract formation and distinguish between unilateral and bilateral orders.
- Establish and place orders against blanket purchase agreements (BPAs).
- Know when and how to establish blanket purchase orders (BPOs).
- Know when and how to use technical factors in order to make a best value source selection.
- Know when and how to conduct negotiations on a simplified acquisition.
- Cite and apply principles of purchase order administration including enforceability of purchase contract.
- Know when and how to apply warranty, inspection, excusable delay, and changes clauses.
- Screen the FAR Matrix and other regulatory sources to select provisions/clauses for unique situations.
- Identify the five common transportation terms used in purchasing and when each applies.
- Resolve common transportation problems.

### **COURSE MATERIALS**

Attendees receive a student guide comprised of 5 chapters, including easy-to-understand examples, application exercises, and case studies. This guide serves as an excellent desktop reference for later use.

Handouts include a sample blanket purchase order, a checklist for establishing a private sector temporary agreement, and Title 29 CFR Part 4.

### **COURSE COMPLETION REQUIREMENTS/CLPs**

Forty (24) continuous learning points (CLPs) are issued for successful course completion based on 100% attendance and passing a final exam. The instructor may grant up to 75 minutes of excused absence.