

Simplified Acquisition Refresher (1 day)

COURSE PERSPECTIVE

This course presumes that students are familiar with basic simplified acquisition (SA) policies and procedures. It reviews the purchasing process, provides regulatory updates, and focuses on recurring purchasing problems. It provides insight into work statement and independent government estimate development, updates for using GSA multiple award schedule contracts and the GSA Acquisition Gateway, and guidance on special service requirements.

COURSE CONTENT

- Regulatory updates to simplified acquisition.
- Techniques for improving purchase descriptions and statements of work.
- Tips on improving independent government estimates.
- Expanding use of GSA Multiple Award Schedules (MAS).
- Complying with ENERGY STAR, FEMP, and EPEAT requirements.
- Implementing changes to small business and Buy American policies.
- Applying templates for commercial goods and service solicitations.
- Evaluating pricing quotes using a variety of techniques.
- Processing service requirements involving insurance, background investigations, key personnel, intellectual property, hotel-conferencing, and equipment maintenance.

COURSE MATERIALS

Attendees receive a student guide comprised of 3 chapters, including easy-to-understand examples, application exercises, and case studies. This guide serves as an excellent desktop reference for later use.

COURSE COMPLETION REQUIREMENTS/CLPs

Eight (8) continuous learning points (CLPs) are issued for successful course completion based on 100% attendance. The instructor may grant up to 30 minutes of excused absence.