Simplified Acquisition for CORs (1 day)

COURSE PERSPECTIVE

This course focuses on COR assignments to simplified acquisitions. It is designed to ensure CORs understand and apply unique rules and procedures applicable to making purchases from required and open market sources. It covers COR responsibilities under purchasing provisions and clauses, service requests, inspection under expressed/implied warranties, and payment.

FAC-COR COMPETENCIES

This course addresses FAC-COR technical competencies listed in the FAI Competency Model dated October 1, 2022 for *General Acquisition Concepts* [Indicators 1.1, 1.2, 1.3, 1.4, 1.5] *Market Research* [3.1, 3.2, 3.3] *Proposal Evaluation & Source Selection* [Indicator 5.1] and *Contract Administration* [Indicators 8.1, 8.3].

COURSE CONTENT

- Simplified acquisition environment, sources of supply, and applicable regulations.
- Purchase requests and preparation tips.
- Delivery requirements.
- Small business set-aside and Buy American criteria and requirements.
- Orders with independent contractors and under private sector temporary contracts.
- Wage determination requirements.
- Competition rules and purchasing steps.
- Request for quotation, public posting, amendments, site visits, and late quotations.
- Evaluating technical quotes and price analysis.
- Simplified acquisition methods including purchase cards, BPAs, and written orders.
- Unilateral versus bilateral contracts.
- Key aspects of purchase order administration.

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 handouts include templates for a work statement, request for quotation, quote abstract, and Contract Opportunities announcement.

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.