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## Professional & Continuing Studies

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# Federal Contract and Compliance

CERTIFICATES AND  
SHORT COURSES



**PROFESSIONAL  
DEVELOPMENT  
SOLUTIONS**



# Federal Contract and Compliance Certificates and Short Courses

Distinguish yourself as an expert in the federal contract and compliance management arena. The main goal of negotiating contracts is to ensure that commitments and obligations are clear and expectations are met. Failure to execute and manage contracts properly can lead to substantial loss of resources. Ensure you have the skills necessary to effectively navigate the federal contracting arena!

## Federal Contract Management Essentials

### PROFESSIONAL CERTIFICATE

40 Hours, \$1295/\$1245\*, H. Cleaver

Learn federal contract management key elements that you can apply immediately in the workplace, enhancing your career potential and the bottom line for your organization. Learn the U.S. Government acquisition life cycle process to acquire goods and services. Understand roles of the buyer and seller in contract administration, and the functions of the Defense Contract Management Agency (DCMA) and Defense Contract Audit Agency (DCAA).

#### How You Will Benefit:

- Complete a Federal acquisition overview and FAR orientation
- Study contract structuring techniques such as contract type and the use of contract line item numbers (CLINs)
- Navigate cost and price analysis
- Examine mandatory and optional contract clauses
- Gain understanding in elements of contract administration
- Review the legal aspects in federal contracting

**CAMPUS:** May 1 – 5, 2017 | M – F | 8:00 am – 5:00 pm | C2517039

**CAMPUS:** Oct 16 – 20, 2017 | M – F | 8:00 am – 5:00 pm | C2518012

**ONLINE:** On Demand | D2517017

\*NCMA Member Discount

## Federal Contract Management Specialization

### PROFESSIONAL CERTIFICATE

40 Hours, \$1295/\$1245\*, H. Cleaver

Gain the latest Federal Government contracting process updates through lecture, interactive discussion, and active practice in key components. Explore current topics ranging from the latest revisions in procurement methodologies to performance-based acquisition issues. Each topic is explained in terms of its context within the federal procurement process.

#### How You Will Benefit:

- Develop knowledge of Government cost or pricing data policies and how they relate to the key concept of cost allowability
- Study cost accounting standards policies as defined in the FAR Appendix and the Contract Pricing Reference Guides
- Examine the complexities inherent when prime contractors seek value-added work or deliverables from subcontractor sources
- Understand principles of subcontract management, subcontractor selection and proposals, teaming agreements, and purchase order formation and awards

**ONLINE:** On Demand | D2517019

\*NCMA Member Discount



### \* NCMA Member Discount

Federal Contract Management Essentials and Specialization programs satisfy requirements for the National Contract Management Association Continuing Professional Education.

Contact [PDolutions@uah.edu](mailto:PDolutions@uah.edu) for information.

## Federal Costing Essentials

14 Hours, \$495, H. Cleaver

*Do you know the consequences of failure to understand and comply with federal government costing rules and cost accounting standards?*

If you are a professional working on a government contract, take the time to gain basic knowledge of these procedures and rules and how the process works, and minimize the potential for problems. Upon course completion, participants will have a clear understanding of the necessity for consistency in costing and cost accounting practices related to bidding, recording, reporting, and invoicing costs (CAS 401), and appropriate cost isolations in company records (CAS 402). The Federal Acquisition Regulation (FAR), the Contract Pricing Reference Guides (CPRG), and selected Defense Contract Audit Agency (DCAA) documents are the foundation for course content.

### How You Will Benefit:

- Review basic accounting system requirements
- Understand "allowable" cost elements and indirect cost pools
- Explore the key Cost Accounting Standards (CAS) purposes
- Study the wide reach of government cost audits and extensive scope of "cost allowability"
- Learn about government requests for "certified" or "uncertified" cost or pricing data in bidding processes
- Examine cost estimating and pricing in baseline proposals
- Assess earned value analysis and other cost performance measurement systems
- Examine mandatory and optional contract clauses
- Gain understanding in elements of contract administration
- Review the legal aspects in federal contracting

**CAMPUS:** Mar 8 – 9, 2017 | W, Th | 8:30 am – 4:30 pm | C2517034

**ONLINE:** On Demand | D2517021

## Federal Proposal Management

35 Hours, \$695, H. Cleaver

In this highly interactive and document development focused course, gather techniques for preparing successful Federal Prime Contractor or Subcontractor proposals. Learn to conduct the critical pre-proposal preparation phase of the overall proposal preparation process. Concentrate on developing the various proposal volumes to be responsive in both Lowest Price Technically Acceptable (LPTA) and Best Value bidding venues. Identify proposal requirements that are best responded to with high impact graphic images, and ways to create those images. Combine lecture and practical exercises to understand the realities of actual proposal preparation activities in a page-limited and time-constrained environment.

### How You Will Benefit:

- Review the introduction to Federal Proposal Management Concepts
- Understand the Pre-Solicitation Phase
- Learn about activities and considerations during Solicitation Release and Proposal Team Kickoff
- Study the various aspects of Proposal Preparation Essentials
- Examine procedures from Red Team Review to Contract Award

**ONLINE:** On Demand | D2517001

## Meet Your Instructor:



**Harry D. Cleaver Jr.,**  
CPCM, CPE

Mr. Cleaver has 32 years of experience in negotiating high technology contracts, 46 years of experience in professional training,

and considerable experience in the arenas of contract management and administration, project management, and proposal management. He has been a Certified Professional Contracts Manager (CPCM) since 1979, and Certified Professional Estimator (CPE) since 1984.



**René Elliott,**  
Senior Consultant

Ms. Elliott is a manager and senior consultant in the Government Contractor Accounting Services Group, focused on providing

Government contractors with compliant accounting system services and structures that comply with DCSS requirements for compliant accounting, billing, estimating, and procurements systems. She has 15 years of hands-on experience working both as a consultant and as an internal accounting manager for Government contractors.

## What Participants Are Saying:

*"I will be able to apply this knowledge directly to my day-to-day job."*

*"Although I have a lot of experience in this field, I was surprised to the amount of knowledge I gained."*

*"The instructor's passion for the subject matter and energetic presentation was very refreshing, entertaining, and conducive to learning."*

*"Instructor's professional knowledge and experience were beneficial to the training."*

# LEARN ANYWHERE AND ANYTIME!

## With 24/7 Online Streaming

Complete your online course from your home, office, or on the road. Textbook, handouts, and supplemental materials are included in the course fee. If you have a browser and internet access, you are ready to enroll!

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View examples of our online courses at [PCS.uah.edu/YouTube](http://PCS.uah.edu/YouTube)



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## PMP® Certification Bootcamp

40 Hours, \$1295, M. Stettner/R. Steele

Enhance your skills, knowledge and qualifications as you prepare for project management certification and related exams. Project Management Professional (PMP®) Certification Bootcamp is an intensive training program that will help you prepare to pass the Project Management Institute's (PMI®) PMP® exam and provide you with the 40 required contact hours of project management education. The course also prepares individuals to pass the CAPM® (Certified Associate in Project Management) exam.

### The Course Fee Includes:

- Additional project management knowledge not covered in the PMBOK Guide, but expected to be covered on the exam
- Three month subscription to VELOCITEACH's online exam simulator, InSite
- Key information from the PMBOK® Guide
- PMI specific terms, definitions, and strategies for approaching exam questions
- Summary of important formulas and definitions

**CAMPUS:** Jan 23 – 27, 2017 | M – F | 8:00 am – 5:00 pm | C2517026

**CAMPUS:** Jun 12 – 16, 2017 | M – F | 8:00 am – 5:00 pm | C2517027

**ONLINE:** On Demand | D2517022

## Policies

**Continuing Education Units (CEUs)** – UAH PCS courses meet requirements for providing:

- One CEU = 10 contact hours of instruction
- One PDH or CPE = one contact hour of instruction
- One CEU = 10 PDH or CPE

Successful course completion requires participants to attend 80% of scheduled class meetings (and complete associated exams or projects, if applicable). Participants receive a certificate indicating the number of CEUs earned.

Visit [PCS.uah.edu](http://PCS.uah.edu) for a complete list of policies, course information, and instructor bios.

## Ways to Register

### ONLINE

[PCS.uah.edu](http://PCS.uah.edu)

### PHONE

256.824.6010 or 800.448.4031,  
8:15 am – 5:00 pm (CST), Mon – Fri

### FAX

registration form to 256.824.6760

### IN PERSON

UAH, Wilson Hall, Room 103

### MAIL

registration form (available online) to:  
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