

## ***MRO UNIVERSITY***

### **Tulsa Technology Center & George Mason University**

#### ***Certificate of Completion in Contracting with the Federal Government***

#### **Program Details**

The Contracting with the Federal Government Certificate Program is designed for government contracting professionals to proactively ensure that their business operations remain compliant with current federal standards. This comprehensive program includes five in-depth courses taught by instructors with strong backgrounds in government contracting. Course content is drawn from experience in diverse government contracting environments.

All courses qualify for 1.3 CEUs and 16 CPEs and can be taken alone or completed as a series to earn a George Mason University Certificate of Completion in Contracting with the Federal Government.

#### **February 2010**

##### **CFG 205 - Government Contracting Fundamentals**

This two day overview introduces the student to the world of contracting with the federal government. It provides a description of its unique characteristics and terminology, as well as the roles of government personnel. Learn about indirect rates, how to read the FAR and CAS, major regulatory compliance requirements, and the audits that arise out of them. The procurement cycle, how to read a government contract and the current regulatory environment will also be discussed. This course sets the agenda for the rest of the series.

##### **Topic Highlights**

- Government contracting roles and responsibilities
- Characteristics of government contracts
- Regulations and legislation unique to government contracts
- Compliance requirements
- The government procurement process

- Characteristics of the government contracting environment
- Reference materials
- Compliance factors
- Government contracting acquisitions
- Government contract structure

## March 2010

### **CFG 202 - Federal Acquisition Regulations (FAR) and Cost Accounting Standards (CAS)**

This two day course covers the history of the FAR and CAS, current regulation highlights and effects, proposed changes and the applicability and effect of FAR and CAS. Concepts such as allowability, allocability and reasonableness will be explored. The course will also cover Disclosure Statements, Cost Impact Statements, and determination of CAS Coverage. Case studies illustrate the important concepts in complying with government regulations.

#### **Topic Highlights**

- The history of the FAR and CAS
- Acquisition thresholds and requirements
- How the FAR is organized and how to find what you need
- CAS coverage - are you covered and what does that mean?
- Cost treatment - consistency, allowability, reasonableness, allocability
- The traps in Disclosure Statements
- The authority and structure of FAR
- Selected parts of the FAR
- Overview of the Cost Accounting Standards
- Other cost accounting standards
- Disclosure statements

## April 2010

### **CFG 204 - Accounting for Federal Contracts and Dealing with Audits**

This two day course emphasizes accounting for services as distinguished from traditional manufacturing cost accumulation systems. In addition, this course covers direct and indirect cost classification, pooling, the role of DCAA in audits, contractor surveillance, internal control requirements, and cost accumulation standards for automated accounting systems. Students take an in-depth look at Incurred Cost Submissions, the development of policies and procedures that will pass audits, and ways to limit the scope of audits. The course addresses government billing requirements, revenue recognition, the importance of coordination between contract administration and accounting, internal reporting for project managers, and ways to maximize cost recovery.

#### **Topic Highlights**

- Cost allocation methodologies
- Accounting for different types of contracts
- Government audits - types and techniques
- Self Governance - reduce the scope of government audits
- Incurred Cost Submissions
- Government contractors cost accumulation structure
- Life cycle, development and management of indirect rates
- Accounting for major classifications of contracts
- Key financial reports and their accounting relationships

- Auditing government contracts

## May 2010

### **CFG 201 - Timekeeping and Labor Regulations for Federal Contractors**

This two day course emphasizes timekeeping requirements and labor regulations for federal contractors. The issues associated with total time accounting, uncompensated overtime, salaried vs. hourly compensation and electronic timekeeping systems will be covered in depth. Compliance issues related to labor legislation, the legal nature of a time sheet, and the impact of time recording on project costing, payroll, bids and proposals, and billing are also discussed. A mock floor check will be created.

#### **Topic Highlights**

- Timekeeping roles and responsibilities
- Key elements of DCAA approved timekeeping systems
- Compensation criteria and policies
- Time accounting concepts and methods
- Controls to help reduce/eliminate discrepancies
- Laws and acts that impact labor decisions
- Timekeeping and compensation policies
- Labor accounting methods and procedures
- Internal controls systems and policies
- Non-compliance factors and issues

## June 2010

### **CFG 203 - Federal Contract Procurement Cycle**

This two day course covers the government procurement cycle, including the provisions of the Truth in Negotiations Act and contractor responsibilities for compliance. Pre award audits, final proposal revisions and award protests will be discussed. Applicability of the False Claims Act will be covered including exercises, examples, and case studies.

#### **Topic Highlights**

- The contract negotiation process
- The proposal evaluation process
- Defective pricing
- Contract disputes
- Appeal and litigation process
- Contract close out procedures
- Government contract funding and appropriations
- Legislation affecting government procurement
- The solicitation process
- Fulfilling the obligations of the contract
- Contract administration

For additional information, please email [info@workforcetulsa.com](mailto:info@workforcetulsa.com)

