



**Contract  
Compliance  
Associates**

**PRESENTS**

## A Practical Guide to Government Contracting (GEB1220)

**Our courses are conducted  
by seasoned business  
people, with many years of  
experience in the industry.**

### Dates and locations:

Orlando, FL 03/04/08  
Arlington, VA 03/25/08  
Las Vegas, NV 05/06/08  
San Jose, CA 07/08/08

All classes will run from 9 am to  
4:30 pm, with registration starting  
at 8:30 am. A continental  
breakfast will be provided.

Tuition: \$395

We do offer discounts for mul-  
tiple attendees as well as on-  
site training. Please contact  
us for details.

Registration will close one  
week prior to the course.

To register, please visit our  
website at:

[www.concompass.com](http://www.concompass.com)

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- I. Know the Process, Know the Players
    - a. The branches of government and their roles
      1. Executive
      2. Judicial
      3. Legislative
    - b. Contracting Officers:
      1. Procuring
      2. Administrative
      3. Technical Representative
  - II. The Contract – The Sum of Its Parts
    - a. Section A— Contract Form
    - b. Section B— Supplies and Services
    - c. Section C— Description/Specifications/  
Work Statement
    - d. Section D—Packaging and Marking
    - e. Section E— Inspection and Acceptance
    - f. Section F— Deliveries or Performance
    - g. Section G— Contract Administration  
Data
    - h. Section H— Special Contract  
Requirements
    - i. Section I — Contract Clauses
    - j. Section J— List of Attachments
    - k. Section K—Representations and  
Certifications
  - III. Federal Acquisitions Regulations
    - a. Subchapter discussion
    - b. FAR Supplements
      1. Defense FAR (DFAR)
        - a.) Air Force FAR (AFFARS)
        - b.) Navy Marine Corps FAR  
(NMCARS)
        - c.) Army FAR (AFARS)
        - d.) NASA FAR (NFS)
  - IV. Federal Acquisitions Regulations – Specific  
discussion:
    - a. FAR Part 52 – Selected Clauses
    - b. FAR Part 31 – Cost Principles
      1. Allocable, reasonable, and  
allowable
      2. Expressly unallowable
      3. Indirect vs. Direct
  - V. Counting the Beans the Government Way
    - a. Financial Statements
      1. Income statement
      2. Balance Sheet
      3. Statement of Cash flows
    - b. Chart of Accounts
    - c. Establishing pools and bases
      1. Total Cost Input
      2. Value added
    - d. Establishing job cost accumulation
      1. Work breakdown structure (WBS)
      2. Tasks and subtasks
  - e. Timekeeping
  - f. Earned Value Management
  - g. Invoice Preparation
    1. Cost Reimbursable: SF 1034 and  
SF 1035
    2. DD-250
    3. Progress Payments: SF 1443
    4. A word about WAWF
- VI. Importing and Exporting
  - a. Registration
    1. The State Department
    2. The Department of Commerce
    3. The Department of Treasury
  - b. Regulations
    1. Export Administration Regulations  
(EAR)
    2. International Traffic in Arms  
Regulations (ITAR)
      - a.) Munitions list
  - c. Agreements
    1. Technical Assistance Agreement  
(TAA)
    2. Manufacturing License Agreement  
(MLA)
  - c. Foreign Nationals
    1. VISA types
    2. Prohibitions against employment
- VII. Intellectual Property
  - a. Copyrights, trademarks, and patents
  - b. DFARS: Rights in Technical Data and  
Computer Software
    1. Rights discussion
    2. Required notices and markings

***Because we don't live in a static world,  
some course content may vary slightly in  
order to provide the most current informa-  
tion available.***

