



**Contract
Compliance
Associates**

PRESENTS

A Practical Workshop in Contract and Subcontract Administration (GEB2330)

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

Dates and locations:

Orlando, FL	10-11 March 2008
Arlington, VA	2-3 April 2008
Las Vegas, NV	12-13 May 2008
San Jose, CA	14-15 July 2008

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: \$995

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

Registration will close one week prior to the workshop.

To register, please visit our website at:

www.concompass.com

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Our workshop is designed to provide the tools and knowledge necessary for the every day aspects of contract and subcontract administration. Learning will be accomplished through the use of practical exercises.

Day 1 will concentrate primarily on the contract administration function, while Day 2 will be spent exploring subcontract administration. Participants will take with them the understanding of the differences between these two disciplines.

Specific topics include:

- Contract briefs
- Forms, such as DD1149, DD250, VETS-100
- The requirements of particular FAR clauses
- Government furnished equipment and contractor acquired property
- Certifications and representations
- Procurement summaries
- Price and cost analyses
- Single and sole source justifications
- Earned value management
- Deliverables and Data Item Descriptions (DIDs)
- Teaming Agreements
- Subcontracts and purchase orders
- FAR flowdowns
- Export and import issues

Students will be furnished with templates, form examples, and internet websites.

We encourage participants to share their tips and experiences!

