



Treasury Acquisition Institute

Established 1993



**Fiscal Year 2012
Course Catalog**



Dear Treasury Acquisition Institute (TAI) Customer:

The TAI is pleased to announce the arrival of our Fiscal Year 2012 Course Catalog. As our valued customer, we continue to listen to your needs and deliver high quality training solutions. The courses you'll find in the pages of this catalog are, in large part, in response to your suggestions and comments.

Our schedule of offerings is designed to meet the needs of the changing federal acquisition environment, to provide training for required certification standards, to address the competencies needed for success, and ultimately, to develop world-class acquisition professionals.

One thing that remains unchanged is our commitment to excellence in our customer service and support.

Thank you for your continued support. We look forward to continuing our partnership in helping you achieve your professional success.

Sincerely,

TAI Staff



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PROGRAM OVERVIEW & GENERAL INFORMATION

For additional program and registration information, please visit the TAI website:

Intranet: <http://awss.web.irs.gov/Procurement/tai/index.shtml>

Internet: http://www.irs.gov/opportunities/procurement/article/0,,id=125419_00.html

The Institute's History

The Department of the Treasury and the Internal Revenue Service in partnership with the other Treasury Bureaus on September 14, 1993 established the Treasury Acquisition Institute (TAI). TAI was created to coordinate and lead Departmental and Bureau efforts to obtain the best training possible for their acquisition professionals. Since commencement, many other Federal agencies and organizations have participated in the TAI training program.

Mission Statement

The mission of TAI is to provide ongoing training and development for the Department of the Treasury procurement and acquisition professionals.

Doing Business with the TAI

The Treasury Acquisition Institute services several government agencies and bureaus such as the Environmental Protection Agency, Customs and Border Protection, the Bureau of Engraving and Printing, and the Department of Health and Human services to name a few. If your agency is interested in attending one of our courses, please contact Rhonda Stewart at (202) 283-1138 or via email at Rhonda.L.Stewart@irs.gov. Rhonda can instruct you on the procedures for submitting an Interagency Agreement with TAI.

Course Location and Hours

All courses are held at the TAI facilities in Oxon Hill, MD. The location is very easy to find and access, and includes free parking. TAI is located at 6009 Oxon Hill Road, Oxon Hill, Maryland. Effective November 1, 2011, classes start at 8:00 am and end at 4:00 pm unless otherwise noted on the registration confirmation.

How to Register

FAITAS 

The Federal Acquisition Institute Training Application System (FAITAS v2.0) is a new online registration system that launched on May 31, 2011. The Treasury Acquisition Institute will be transitioning the FY12 Course Catalog registration to FAITAS in the near future. You will receive notification of new registration procedures upon completion of the transition to FAITAS. FAITAS will also be the system of record for the Federal Acquisition Certification Programs for the Contracting series, CORs, and Program and Project Managers. **At this time, all members of the acquisition workforce subject to these certification programs and using FAITAS to register for courses, must create a profile in FAITAS.** To create a profile, go to <http://www.fai.gov> and click on the FAITAS v.2 link. Until FAITAS is available for TAI registration, the TAI course registration process will remain as follows:

IRS EMPLOYEES

The course registration form for IRS employees is located at:
<http://awss.web.irs.gov/Procurement/tai/coursecatalog.shtml>.

Employees must complete all information on the form and obtain supervisory approval via signature (electronic signatures are accepted.) The signed form can be either emailed or faxed to Rewa Houston.

FAX: 202-283-1517.
EMAIL: Rewa.T.Houston@irs.gov

Questions about your registration should be directed to Rewa Houston at 202-283-4873.

NON-IRS EMPLOYEES

The course registration form for non-IRS employees is located at:
<http://www.irs.gov/opportunities/procurement/article/0,,id=125491,00.html>.

Non-IRS employees must complete all information on the form and obtain supervisory approval via signature (electronic signatures are accepted.) The signed form can be either emailed or faxed to Donald Guy.

FAX: 202-283-1130.
EMAIL: Donald.I.Guy@irs.gov

Questions about your registration should be directed to Donald Guy at 202-283-1292.

Registration Confirmation

You will receive a confirmation via email or fax within five business days of receipt of your request. If you do not receive a fax or email confirmation within five business days, please call Donald Guy at 202-283-1292.

Individuals are responsible for making their own travel arrangements. However, **no travel arrangements** should be made until you receive your fax or email confirmation of registration.

Attendance Policy

You are required to attend all scheduled days of your course. If you have to be absent from any portion of the course, notify your supervisor, instructor, and a TAI staff member. Significant absences from the classroom will be reported to your supervisor and may result in your not receiving a certificate of completion. Cumulative absences of instructional time may be grounds for failing the class. Students who miss extended periods of time will be required to make-up class work before receiving a certificate of completion.

Withdrawal, Substitution and Cancellation Policies

If you are unable to attend a class for which you are confirmed, please send us an email routed through your supervisor no less than **two weeks** before the class start date (30 days for classes with pre-course work). **An unexcused cancellation from the same course could result in failure to re-register for that course for a period of 3 months.**

Your office may substitute a participant by having the substitute participant complete and submit a signed registration form. The substitute will be enrolled in the class only if there is not a waiting list. Substitutions are allowed up to the class start date. Supervisors are required to approve any change requests.

If TAI cancels a course for any reason, we will make every effort to notify all confirmed participants. When we contact you, we will be happy to discuss enrolling you in a future session.

Waiting List

Because of the popularity of our program, many of our courses fill quickly. When we notify you that the session you requested is full, please let us know if you are interested in being placed on the waiting list. If space becomes available we will contact you.

Dress Policy

The dress policy is casual business attire. Shorts, caps, tank tops, athletic sweat suits and flip flops are inappropriate. For your comfort we highly recommend you bring a jacket or sweater.

Reasonable Accommodations

It is the responsibility of the employee's manager to arrange reasonable accommodations (i.e., interpreter for hearing impaired) for the individual. All requests should also be included on the TAI registration form. Once accommodations have been made, please contact either Donald Guy at (202) 283-1292 or Rewa Houston at (202) 283-4873 so the instructors can be notified.

Weather Related Issues

The Treasury Acquisition Institute's operating status is the same as the operating status for Federal Employees in the Washington, DC Area. To check operating status in the Washington, DC Area go to the OPM website: http://www.opm.gov/Operating_Status_Schedules/. If the Federal Government is closed, TAI will be closed. If weather conditions prevent you from attending class, we will be happy to reschedule you in a later session.

When weather-related absences affect significant segments of the course, the instructor determines if the missed material will be rescheduled. If a student does not complete the prescribed make-up, no credit will be issued for any part of the course.

Hotel Accommodations, Transportation and Parking

Hotel Accommodations: The Treasury Acquisition Institute is located in close proximity to the National Harbor, Crystal City and Alexandria, VA. Please visit <http://www.hotels.com> for hotel accommodations in these areas.

Transportation:

Metro Rail Service: The nearest metro rail station is Suitland Metro Station, Green Line.

Metro Bus Service: The metro bus stops in front of the Constellation Centre Building.

Information on the metro rail and metro bus systems are available at <http://www.wmata.com>.

Shuttle Bus Service: There is no shuttle bus service to the building.

Taxi Cab Service: The following taxi cab services serve the Washington Metropolitan Area:

- Yellow Cab Company of D.C., Inc.
Phone (202) 544-1212
- Maryland Taxi Service
Phone: (301) 277-6000 or (301) 864-7700

Parking: Free Parking is available in the front of the building.

Smoking Policy

Smoking is prohibited in the building. Smokers are asked to use the space provided in the rear courtyard.

FY 2012 COURSE OFFERINGS

1102 Series Mandatory Contracting

CON 110: Mission Support Planning
CON 111: Mission Strategy Execution
CON 112: Mission Performance Assessment
CON 120: Mission Focused Contracting
CON 214: Business Decisions for Contracting
CON 215: Intermediate Contracting for Mission Support
CON 216: Legal Consideration in Contracting
CON 217: Cost Analysis & Negotiation Techniques
CON 218: Advanced Contracting for Mission Support
CON 353: Advanced Business Solutions for Mission Support

Specialized Contracting

A Practical Guide to the FAR
Acquisition of Commercial Items
Acquisition of Services Under the Service Contract Act
Annual FAR Update
Contracting with Small Business Concerns - **NEW!**
Developing an Independent Government Cost Estimate - **NEW!**
Evaluating Contractor Performance - **NEW!**
Federal Appropriations and Fiscal Law
Federal Budget Process
IDIQ Contracting Techniques
Important Changes to Task/Delivery Order Contracts - **NEW!**
Simplified Acquisitions

Performance-Based

Developing Performance Based Statements of Work
Incentives for Performance-Based Acquisition
Managing Performance-Based Service Awards
Performance-Based Services Acquisition Advanced Workshop

Contracting Officer's Representatives (COR)

Annual COR Seminar - **NEW!**
Contracting for CORs Training
COR Refresher
Leadership Skills for the COR - **NEW!**

Professional Development

Communication Boot Camp - **NEW!**
Critical Thinking for Problem Solving
Mastering the Art of Business Communications
Plain Writing Clinic - **NEW!**
Process Improvement Techniques
Public Speaking – Effective Briefing Techniques - **NEW!**
Writing Advantage - **NEW!**

FY 2012 Monthly Schedule

| Start Date | End Date | COURSE TITLE |
|----------------------|----------|--|
| OCTOBER 2011 | | |
| 10/12/11 | 10/13/11 | Important Changes to Task/Delivery Order Contracts |
| 10/17/11 | 10/21/11 | Contracting for CORs |
| 10/24/11 | 10/28/11 | CON 214: Business Decisions for Contracting |
| 10/25/11 | 10/25/11 | Leadership Skills for CORs |
| 10/31/11 | 11/04/11 | Contracting for CORs |
| 10/31/11 | 11/10/11 | CON 215: Intermediate Contracting for Mission Support |
| NOVEMBER 2011 | | |
| 11/01/11 | 11/03/11 | A Practical Guide to the FAR |
| 11/07/11 | 11/08/11 | Writing Advantage |
| 11/08/11 | 11/10/11 | Contracting with Small Business Concerns |
| 11/09/11 | 11/10/11 | Writing Advantage |
| 11/16/11 | 11/16/11 | COR Refresher |
| 11/28/11 | 12/02/11 | Contracting for CORs |
| DECEMBER 2011 | | |
| 12/05/11 | 12/09/11 | Contracting for CORs |
| 12/14/11 | 12/15/11 | Plain Writing Clinic |
| JANUARY 2012 | | |
| 01/09/12 | 01/13/12 | CON 110: Mission Support Planning |
| 01/09/12 | 01/13/12 | CON 216: Legal Considerations in Contracting |
| 01/11/12 | 01/11/12 | COR Refresher |
| 01/17/12 | 01/19/12 | Performance-Based Services Acquisition Advanced Workshop |
| 01/17/12 | 01/19/12 | Developing Performance-Based Work Statements |
| 01/18/12 | 01/18/12 | Annual FAR Update |
| 01/23/12 | 01/27/12 | Contracting for CORs |
| 01/23/12 | 01/27/12 | CON 214: Business Decisions for Contracting |
| 01/25/12 | 01/26/12 | Mastering the Art of Business Communications |
| 01/30/12 | 02/03/12 | Contracting for CORs |
| 01/31/12 | 02/01/12 | Federal Appropriations and Fiscal Law |
| 01/31/12 | 02/02/12 | Acquisition of Services under the Service Contract Act |
| FEBRUARY 2012 | | |
| 02/06/12 | 02/10/12 | CON 217: Cost Analysis & Negotiation Techniques |
| 02/06/12 | 02/10/12 | Simplified Acquisitions |
| 02/07/12 | 02/09/12 | Communication Boot Camp |
| 02/13/12 | 02/17/12 | CON 111: Mission Strategy Execution |
| 02/15/12 | 02/16/12 | Plain Writing Clinic |
| 02/21/12 | 02/23/12 | Process Improvement Techniques |
| 02/21/12 | 03/02/12 | CON 215: Intermediate Contracting for Mission Support |
| 02/27/12 | 03/02/12 | Contracting for CORs |
| 02/28/12 | 02/29/12 | Incentives for Performance-Based Acquisition |

FY 2012 Monthly Schedule

| Start Date | End Date | COURSE TITLE |
|-----------------------|----------|--|
| MARCH 2012 | | |
| 03/05/12 | 03/16/12 | CON 218: Advanced Contracting for Mission Support |
| 03/06/12 | 03/08/12 | Managing Performance-Based Service Awards |
| 03/06/12 | 03/08/12 | Public Speaking – Effective Briefing Techniques |
| 03/13/12 | 03/15/12 | Developing Performance-Based Work Statements |
| 03/14/12 | 03/14/12 | COR Refresher |
| 03/19/12 | 03/23/12 | Contracting for CORs |
| 03/19/12 | 03/23/12 | CON 112: Mission Performance Assessment |
| 03/21/12 | 03/21/12 | Annual COR Seminar |
| 03/26/12 | 03/30/12 | CON 216: Legal Considerations in Contracting |
| 03/27/12 | 03/29/12 | Contracting with Small Business Concerns |
| 03/27/12 | 03/29/12 | Developing an IGCE |
| APRIL 2012 | | |
| 04/02/12 | 04/13/12 | CON 353: Advanced Business Solutions for Mission Support |
| 04/03/12 | 04/05/12 | A Practical Guide to the FAR |
| 04/10/12 | 04/12/12 | Critical Thinking for Problem Solving |
| 04/10/12 | 04/11/12 | Acquisition of Commercial Items |
| 04/16/12 | 04/20/12 | Contracting for CORs |
| 04/23/12 | 04/27/12 | CON 217: Cost Analysis & Negotiation Techniques |
| MAY 2012 | | |
| 05/01/12 | 05/03/12 | Contracting with Small Business Concerns |
| 05/02/12 | 05/02/12 | COR Refresher |
| 05/07/12 | 05/18/12 | CON 218: Advanced Contracting for Mission Support |
| 05/14/12 | 05/18/12 | Contracting for CORs |
| 05/22/12 | 05/23/12 | Federal Budget Process |
| 05/22/12 | 05/23/12 | IDIQ Contract Techniques |
| JUNE 2012 | | |
| 06/04/12 | 06/08/12 | Contracting for CORs |
| 06/04/12 | 06/15/12 | CON 353: Advanced Business Solutions for Mission Support |
| 06/13/12 | 06/13/12 | Annual FAR Update |
| 06/18/12 | 06/22/12 | Contracting for CORs |
| 06/18/12 | 06/29/12 | CON 120: Mission Focused Contracting |
| 06/26/12 | 06/28/12 | Evaluating Contractor Performance |
| JULY 2012 | | |
| 07/16/12 | 07/20/12 | Contracting for CORs |
| 07/30/12 | 08/03/12 | Contracting for CORs |
| AUGUST 2012 | | |
| 08/13/12 | 08/17/12 | Contracting for CORs |
| 08/27/12 | 08/31/12 | Contracting for CORs |
| SEPTEMBER 2012 | | |
| 09/10/12 | 09/14/12 | Contracting for CORs |
| 09/17/12 | 09/21/12 | Contracting for CORs |

FY 2012 COURSE DETAILS

A Practical Guide to the FAR

This course is designed to address challenges with the FAR in a highly practical and user-friendly way. The instructor and the students will work through various practical exercises specifically designed to demonstrate how the FAR can be effectively used. Students will develop and refine the skills necessary to apply the FAR to virtually any acquisition situation.

Dates: November 1 – 3, 2011
April 3 – 5, 2012

CLPs: 19.5

Audience: Treasury Procurement Professionals

Vendor: Steven Tomanelli & Associates

Acquisition of Commercial Items

This course is designed for acquisition and program personnel involved in the acquisition of supplies and services for Federal departments and agencies. It provides an overview and details about what constitutes commercial items according to the Federal definition. It covers commercial item acquisition in terms of the history; legislation; current coverage in the Federal.

Date: April 10 – 11, 2012

CLPs: 16

Audience: Treasury Procurement Professionals

Vendor: Perfena - Stephen Greenberg

Acquisition of Services under the Service Contract Act

The Federal government has enacted numerous laws relating to fair labor practices to which employers must adhere. Likewise, the Federal government in its role as an employer must also adhere to such statutes, regulations and policies. The Federal Acquisition Regulation implements labor policies in the acquisition of professional, technical and other services. This course presents an overview of the history of Federal labor policies as applied to the acquisition of services.

Date: January 31 – February 2, 2012

CLPs: 24

Audience: Treasury Acquisition Professionals

Vendor: Perfena - Stephen Greenberg



Annual COR Seminar (Held in conjunction with the COR of the Year Awards)

The purpose of this seminar is to provide updates on recent initiatives that affect CORs and give practical guidance on implementing these initiatives. Included in the seminar is a review of the COR's roles and core responsibilities for effective contract management and recommendations for promoting strong COR/contractor partnerships.

Date: March 21, 2012

CLPs: 4

Audience: Treasury Acquisition Professionals

Vendor: Houseman & Associates

Annual FAR Update

This class enables busy acquisition professionals to “catch up” on a year’s worth of changes in a single day. Course material is continually updated and covers FAR changes finalized in the 12-month period preceding each class.

Dates: January 18, 2012
June 13, 2012

CLPs: 6.5

Audience: Treasury Procurement Professionals

Vendor: Steven Tomanelli & Associates



Communication Boot Camp

Text messaging, e-mails, the Blackberry—there’s no shortage of ways to communicate quickly in the Digital Age. But what happens face-to-face when you need to find the right words and communicate them in the right way? Let’s face it: there’s no substitute for in person, one-on-one communication, and having the skills to master such interactions is crucial for both business and personal success. This unique, three-day course is designed to give you a strong foundation in essential communication skills and competencies. Through practice sessions and role plays, you’ll be on your way to developing the confidence and communication know-how you need to establish yourself in the business world—and keep moving ahead throughout your career.

Date: February 7 – 9, 2012

CLPs: 18

Audience: Treasury Procurement Professionals

Vendor: American Management Association

CON 110: Mission Support Planning

This course introduces the various concepts, issues and considerations involved in mission support planning. The course is designed for students who are on track to become contract specialists, and addresses the Contracting Officer’s responsibilities in the context of planning both civilian and defense acquisitions. In addition to presenting tools and tasks for effective planning, this course reviews basic principles and their application.

Date: January 9 – 13, 2012

CLPs: 40

Audience: Treasury Procurement Professionals

Vendor: Northwest Procurement Institute

CON 111: Mission Strategy Execution

This course is the next in the series of contract specialist courses, and continues to address supporting the customers’ missions, from preparation and issue of the solicitation through contract award and procedures for handling protests. The course emphasizes putting the acquisition plan into action to deliver optimum mission support.

Date: February 13 - 17, 2012

CLPs: 40

Audience: Treasury Procurement Professionals

Vendor: Northwest Procurement Institute

CON 112: Mission Performance Assessment

This course takes mission support to its natural conclusion, performance and completion of the contract. The course focuses on the use of performance metrics to evaluate contractor performance and assure compliance with contract requirements, from award through closeout. The emphasis is on working with the customers and the contractors to assure that mission requirements are, and continue to be met. Students will explore assessment methods, remedies for delays and noncompliance, preparing and pricing contract modifications; deal with disputes and claims, and closing out contracts upon completion.

Date: March 19 - 23, 2012

CLPs: 40

Audience: Treasury Procurement Professionals

Vendor: Northwest Procurement Institute

CON 120: Mission Focused Contracting

This course is a comprehensive, hands-on study of the entire acquisition process. Through the use of an integrated case study, this class takes the student from the initial meeting with a customer to contract completion and closeout. This course builds on the knowledge and skills acquired in CON 110, 111, and 112 by giving students an opportunity to apply what they've learned. It is designed for Level 1 students, and emphasizes making informed decisions, problem-solving, and negotiations in support of the customer's mission.

Date: June 18 - 29, 2012

CLPs: 80

Audience: Treasury Procurement Professionals

Vendor: Northwest Procurement Institute

CON 214: Business Decisions for Contracting

This is an intermediate level course, designed for GS1102 Contract Specialists who have completed Level I contracting training and who have two years of contracting experience. This course focuses on planning successful mission-support strategies and executing acquisitions that facilitate attainment of mission goals. Students will study techniques for building solid business relationships, analyze the benefits of strategic sourcing and spend analysis, review the consideration involved in providing contract financing, study subcontracting challenges and learn how to analyze information necessary to determine contractor responsibility.

Dates: October 24 – 28, 2011
January 23 – 27, 2012

CLPs: 40

Audience: Treasury Procurement Professionals

Vendor: Northwest Procurement Institute

CON 215 Intermediate Contracting for Mission Support

This is an intermediate level course, designed for GS1102 Contract Specialists who have completed Level I contracting training and taken CON 214 - Business Decisions for Contracting. This is a capstone course presented as a case study in which students demonstrate their ability to develop and execute business strategies to meet customer requirements. During this course students will work on developing critical thinking skills, analyzing customer needs, developing procurement strategies, and enhancing source selection skills required for successful contract performance.

Dates: October 31 – November 10, 2011
February 21 – March 2, 2012

CLPs: 80

Audience: Treasury Procurement Professionals

Vendor: Northwest Procurement Institute

CON 216: Legal Considerations in Contracting:

This is an intermediate level course, designed for GS1102 Contract Specialists who have completed Level I contracting training and two years of contracting experience. This course focuses on legal considerations in the procurement process. The course introduces basic principles and sources of law relevant to procurement, including fiscal law. The students will address legal issues encountered in contracting such as protests, assignments of claims, disputes, fraud, contractor debt, performance issues, and contract termination.

Dates: January 9 – 13, 2012
March 26 – 30, 2012

CLPs: 40

Audience: Treasury Procurement Professionals

Vendor: Northwest Procurement Institute

CON 217: Cost Analysis & Negotiations Techniques

This course builds on basic pricing skills and introduces methods and techniques necessary to analyze a contractor's cost proposal. The course introduces negotiation strategies, techniques, terminology and styles.

Dates: February 6 – 10, 2012
April 23 – 27, 2012

CLPs: 40

Audience: Treasury Procurement Professionals

Vendor: Northwest Procurement Institute

CON 218: Advanced Contracting for Mission Support

This is an intermediate level course, designed for GS1102 Contract Specialists who have completed Level I contracting training and CON 214, CON 215, CON 216 and CON 217. This is a capstone course where the students participate in practical exercises involving acquisition planning; cost analysis; negotiation, award and administration of a sole-source research and development contract; and acquisition planning, source selection, award and administration of a competitive production contract. Students will demonstrate their ability to negotiate fair and reasonable prices and to consider the legal implications of various contract situations. The course helps students to develop critical thinking, costs analysis, negotiation and contract administration skills necessary for successful contract performance.

Dates: March 5 – 16, 2012
May 7 – 18, 2012

CLPs: 80

Audience: Treasury Procurement Professionals

Vendor: Northwest Procurement Institute

CON 353: Advanced Business Solutions for Mission Support

This is the ten-day intensive Level III Contracting certification course, designed to give advanced students practice in applying the skills and knowledge gained in Level II training and work experience to a realistic scenario. Students will work in teams to develop innovative approaches and sound business solutions to the challenge of local work-related problems and broad and complex acquisition problems. Students will also work in teams to analyze assigned case studies.

Dates: April 2 – 13, 2012
June 4 – 15, 2012

CLPs: 80

Audience: Treasury Procurement Professionals

Vendor: Northwest Procurement Institute

Contracting for CORs

Gain knowledge of the acquisition process, legal requirements, and COR duties, developing a procurement request package including a work statement, cost estimate, and source selection criteria, requirements for full and open competition, Required Sources, and Small Business/8(a) set-asides, communication with prospective offerors and confidentiality requirements, evaluating offers, best value analysis, and source selection, techniques for monitoring quality and schedule requirements, remedies for nonconforming or delinquent performance, modifying the contract and avoiding unauthorized changes, payment reviews, price deductions, and contract close-out, and procurement ethics.

Dates:

October 17 – 21, 2011

October 31 – November 4, 2011

November 28 – December 2, 2011

December 5 – 9, 2011

January 23 – 27, 2012

January 30 – February 3, 2012

February 27 – March 3, 2012

March 19 – 23, 2012

April 16 – 20, 2012

May 14 – 18, 2012

June 4 – 8, 2012

June 18 – 22, 2012

July 16 – 20, 2012

July 30 – August 3, 2012

August 13 – 17, 2012

August 27 – 31, 2012

September 10 – 14, 2012

September 17 – 21, 2012

Audience: Treasury Acquisition Professionals

CLPs: 40

Vendor: Houseman & Associates



Contracting with Small Business Concerns

This training course defines and describes federal socioeconomic programs. Students will gain a good understanding of program policies, procedures, and problem areas associated with various socioeconomic programs benefiting small businesses. After successful completion of this training course, the student will be able to describe the different socioeconomic programs required by the Federal Acquisition Regulation (FAR) and determine which program or programs to use in a particular acquisition.

Dates: November 8 – 10, 2011
March 27 – 29, 2012
May 1 – 3, 2012

CLPs: 19

Audience: Treasury Acquisition Professionals

Vendor: Management Concepts

COR Refresher

This course will focus on updates of recent initiatives that affect CORs including practical guidance on implementing them; core responsibilities and how to effectively manage contract performance; and address procurement ethics, common ethical problems, and recommended responses by CORs.

Dates: November 16, 2011
January 11, 2012
March 14, 2012
May 2, 2012

CLPs: 6.5

Audience: Treasury Acquisition Professionals

Vendor: Houseman & Associates

Critical Thinking for Problem Solving

This course is designed for professionals who want to learn methodologies for changing their ways of thinking in order to more effectively solve problems they face in the workplace. After completing this course, you will be able to:

- Identify your style and patterns of thinking
- Clearly define the problem
- Use questioning techniques to obtain the information you need from others
- Examine and evaluate issues and opportunities critically
- Solve problems faster with flexible thinking
- Adapt your thinking to navigate through unexpected events
- Use creative thinking techniques to break through thinking patterns
- Solve problems in groups

Date: April 10 – 12, 2012

CLPs: 19

Audience: Treasury Procurement Professionals

Vendor: Management Concepts



Developing an Independent Government Cost Estimate

This course is designed to improve agency acquisitions and contractor performance by enhancing Federal employees' understanding of the uses, preparation and evaluation of an Independent Government Cost Estimate.

Date: March 27 – 29, 2012

CLPs: 24

Audience: Treasury Acquisition Professionals

Vendor: Perfena - Stephen Greenberg

Developing Performance-based Work Statements (PBWS)

A PBWS is the most important document in the acquisition process. It describes the services/items to be bought and is the baseline for preparing and evaluating bids and proposals and monitoring day-to-day contractor performance. This course emphasizes the procedures and steps in the Federal acquisition process and how they relate to the development of clear, complete, and concise PBWS.

Dates: January 17 – 19, 2012
March 13 – 15, 2012

CLPs: 19.5

Audience: Treasury Acquisition Professionals

Vendor: Federal Publications Seminars



Effective Presentation Skills

This course helps employees develop the skills and confidence necessary to make effective short presentations in the IRS. Participants will deliver 10-minute, 15-minute, and 5-minute presentations on IRS-related subjects.

Dates: Cancelled

Audience: Treasury Procurement Professionals

Vendor: Conducted by Internal IRS Faculty



Evaluating Contractor Performance

Federal acquisitions today must rely on how contractors can provide a solution to the government's problems. It is, however, not enough to award a contract without developing measurable performance standards and holding the contractor accountable for them. Performance Work Statements (PWS) have become one of the most important documents in the acquisition process. It describes the services/items to be bought and is the baseline for preparing and evaluating bids and proposals and monitoring day-to-day contractor performance. This course emphasizes the procedures and steps in the Federal acquisition process and how they relate to the development of clear, complete, and concise PBWS.

Date: June 26 - 28, 2012

CLPs: 24

Audience: Treasury Acquisition Professionals

Vendor: Perfena - Stephen Greenberg

Federal Appropriations & Fiscal Law

This course contains a comprehensive treatment of the most important fiscal law principles private industry and Government personnel must know. The course covers the entire budgetary process, from budget submission to contract for payment - how it moves forward and evolves at each key step.

This course begins with a review of the process by which agencies receive budget authority, the requirement to account for and administratively subdivide appropriated amounts, and the manner in which agencies commit funds and record obligations. In addition, it details the limitations that Congress places on appropriated funds as to time, purpose and amount, and explains how violations of the Antideficiency Act are identified, reported and investigated. This course also covers operations during funding gaps and continuing resolutions, the impact of Federal appropriations law on the rights of contractors, and highlights changes in the process that have resulted from FASA, FARA, and other recent legislation.

Date: January 31 – February 1, 2012

CLPs: 13

Audience: Treasury Acquisition Professionals

Vendor: Federal Publications Seminars

Federal Budget Process

The Federal budget process profoundly affects any project, contract, grant, or activity that uses federal funds. This course provides comprehensive coverage of the most important Federal budget process principles that government personnel must know. Coverage is provided for the entire budgetary process, from budget submission to contract payment.

This course includes a review of the process by which agencies receive budget authority, the requirement to account for and administratively subdivide appropriated amounts, and the manner in which agencies commit funds and record obligations. In addition, this course details the limitations that Congress places on appropriated funds as to time, purpose and amount, and explains how violations of the Antideficiency Act are identified, reported and investigated. This course also covers operations during funding gaps and continuing resolutions, the impact of Federal appropriations law on the rights of contractors, and highlights changes in the process that have resulted from recent legislation.

Date: May 22 – 23, 2012

CLPs: 13

Audience: Treasury Acquisition Professionals

Vendor: Federal Publications Seminars

IDIQ Contracting Techniques

Gain knowledge to effectively set-up and use Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts. Learn when and how to use ID/IQ contracts, how to develop and implement the acquisition strategy, how to get the most out of oral presentations and sample tasks, how to issue task and delivery orders and how to provide vendors a "fair opportunity" to be considered.

Date: May 22 – 23, 2012

CLPs: 13

Audience: Treasury Procurement Professionals

Vendor: Steven Tomanelli & Associates



Important Changes to Task/Delivery Order Contracts

Changes to the Federal Acquisition Regulations (FAC 05-50, published May 16, 2011) mandate increased competition requirements for all task and delivery orders placed under multiple award contracts, including GSA. This circular and other recent changes:

- Impose new task and delivery order limitations
- Establish contractor notification requirements and protest restrictions
- Encourage agencies to weigh the benefits of single vs. multiple award task and delivery order contracts
- Recommend debriefings for orders over a certain threshold
- Amend the definition of requirements contracts
- Clarify the determination, justification and approval requirements for large ID/IQ contracts

This course will help you navigate the maze of regulations governing task and delivery order contracting, and share best practices for using these innovative vehicles to your advantage.

Date: October 12 - 13, 2011

CLPs: 16

Audience: Treasury Procurement Professionals

Vendor: Centre Consulting

Incentives for Performance-Based Acquisition

This course will benefit those involved in structuring incentive contracts, including those for performance-based services. Highlights include conditions for use of incentive contracts, limitations on their use, and problems with negotiating and making changes to incentive contracts.

Date: February 28 – 29, 2012

CLPs: 13

Audience: Treasury Acquisition Professionals

Vendor: Federal Publications Seminars



Leadership Skills for CORs

This course is for experienced CORs only. It provides an introduction to essential leadership skills for the COR, emphasizing the key competencies of flexibility, influencing/negotiating, interpersonal skills, and teamwork. During this full day session, participants will learn through lecture, role-plays, case study and structured activities how to practice leadership behaviors to maximize their success in the COR role.

Date: October 25, 2011

CLPs: 7

Audience: Experienced Treasury Acquisition Professionals

Vendor: Dave Houseman & Associates

Managing Performance-Based Service Awards

This course is designed to equip government contracting managers with the knowledge needed to maximize the benefits of performance-based service contracts. You will learn to measure and document contractor performance and reach successful contract completion by applying the appropriate incentives.

Date: March 6 – 8, 2012

CLPs: 18

Audience: Treasury Acquisition Professionals

Vendor: ESI International

Mastering the Art of Business Communications

Are you looking for new ways to communicate to your co-workers and employees, increase your productivity and advance your career? Are you communicating to make the right visual, vocal and verbal impact? This two-day course is filled with information to become a better communicator. Nothing can be achieved without the combined cooperation, commitment and action of people. That's why your interpersonal skills are so critical to your own effectiveness and performance boosting your productivity and promotability.

Communication with colleagues is no longer just a matter of having a good working relationship. Today, successful communication has become a business imperative and an ingredient for success. It's the art of savvy business interaction. This course includes identifying factors that can positively influence others and developing skills to become flexible in your actions, thoughts and feelings to better handle any situation.

Date: January 25 – 26, 2012

CLPs: 13

Audience: Treasury Procurement Professionals

Vendor: JAE Limited

Performance-Based Services Acquisition Advanced Workshop

Understand how to identify performance standards and develop cost-effective metrics, allocate responsibility for quality control and quality assurance between the Government and the contractor, develop incentive plans that work and effectively administer a performance-based contract.

Date: January 17 – 19, 2012

CLPs: 19.5

Audience: Treasury Acquisition Professionals

Vendor: Federal Publications Seminars



Plain Writing Clinic - In accordance with PL 111-274 (Plain Writing Act of 2010)

If you are serious about simplifying your writing, saving time in doing it, and seeing results quickly, then this two-day intensive course is for you. It supports your agency's compliance with the Plain Writing Act of 2010. You're taught "plain writing" -- writing that is clear, concise, well-organized, and follows other best practices appropriate to the subject and intended audience. You'll become skilled in writing clearly and briefly while understanding your reader's needs. By writing documents in plain English, you'll save valuable time not having to clarify your meaning to your reader or your boss. Practical exercises are conducted throughout the course. You'll review, critique, and re-write sample government documents, and prepare and present original documents.

Date: February 15 – 16, 2012
December 14 – 15, 2011

CLPs: 13

Audience: Treasury Procurement Professionals

Vendor: JAE Limited

Process Improvement Techniques

This course is designed for professionals who want to develop or refine appropriate techniques for process analysis and improvement in support of performance improvement initiatives. Course topics include: what process improvement is and why it's necessary, phases of process improvement, simple and complex process improvement problems, streamlining process improvement efforts, selecting the most appropriate process techniques, creating a convincing process improvement plan and generating ideas and reaching consensus.

Date: February 21 - 23, 2012

CLPs: 19

Audience: Treasury Procurement Professionals

Vendor: Management Concepts



Public Speaking - Effective Briefing Techniques

Understanding that superior presentation skills are crucial to personal/professional development and career enhancement, you will be able to prepare material easily and communicate effectively.

This is a concentrated three-day course which identifies and demonstrates techniques for delivering effective presentations. The course involves lectures and practical exercises. After the instructor's lecture on each topic, you are given an opportunity to practice newly learned information in practical exercises to reinforce and develop those skills. Five types of presentations are analyzed and you are taught how to determine which would be the most appropriate for every audience.

Date: March 6 – 8, 2012

CLPs: 19.5

Audience: Treasury Procurement Professionals

Vendor: JAE Limited

Simplified Acquisitions

This entry level course introduces purchasing personnel to the simplified acquisition environment. It provides them with information and tools necessary to review incoming purchase requests; identify the appropriate source of supply; evaluate product and pricing information; issue written/oral orders; and provide purchase follow-up. It references the latest purchasing techniques applicable to buying commercial items, using GSA Advantage and E-Buy, and accessing source/item information on the internet.

Date: February 6 - 10, 2012

CLPs: 40

Audience: Treasury Procurement Professionals

Vendor: Perfena - Stephen Greenberg



Writing Advantage

Writing Advantage Workshop: This course is led by IRS Facilitators who teach the Franklin Covey Writing Advantage course to improve basic business writing skills. This two day course teaches how to set quality writing standards that help you increase productivity, resolve issues, avoid errors, and heighten credibility. Participants learn a four-step process to create writing that cuts through the clutter. You will learn how to write faster with more clarity, and gain skills for revising and fine-tuning every kind of document.

Date: November 7 – 8, 2011
November 9 – 10, 2011

CLPs: 13

Audience: Treasury Procurement Professionals

Vendor: Conducted by Internal IRS Faculty