

## **Contracting for Public Sector Services**

### **Course Syllabus**

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#### **Welcome to Best Practices in Service Contracting**

NIGP's advanced course, *Contracting for Public Sector Services* is designed for Procurement Officials, senior buyers, public administrators, and contract managers involved in the procurement of services. Contracting for public sector services dominates contract spending at all levels of government in countries around the world. This course examines the process from the decision whether to “make or buy” through the special considerations of the services RFP, the contract award and contract administration.

#### **Textbooks and Materials**

This course is based on the textbook *Contracting for Public Sector Services* by Lawrence L. Martin, Ph.D. and John R. Miller, CPPO. Participants receive this eBook when they register. Additional readings will be provided as the course progresses.

#### **Benefits of this online format**

Some of the benefits of taking this as a six-week online course are:

- No travel costs.
- No time away from the office.
- Work is spread out over 6 weeks so that you can better study and absorb the content.
- You can do the coursework when your schedule allows as long as you complete the weekly assignments.
- Your classmates are from a wide range of entities enabling you to learn about new practices.

#### **NIGP Online Course Rules**

##### **Course Activities**

The course is organized by week. Each week contains:

1. Assigned reading from the textbook and other provided sources
2. Discussion and questions
3. Individual and/or group assignments, and
4. A self-assessment (non-graded).

## **Basis for Grading**

You will receive a grade of pass or fail. In order to pass you must:

1. Attend the course and substantially participate every week in the Instructor-led discussions
2. Work with your small group to complete the assignments
3. Achieve a score of 70% on the final exam on the first or second attempt
4. Submit a course evaluation.

## **Attendance Policy**

Learner attendance is defined as active participation/discussion in the course tasks as outlined in the weekly course activities and syllabus.

- Learners who do not log into the course and participate in the Week 0 activities are inconveniencing their fellow group members and are at risk of being removed from the course.
- Failure to participate by the end of Week 1 will result in being dropped from the course and loss of course fees.
- You must respond to the instructor's questions on the discussion board with a well thought-out and substantial comment, as well as a substantial comment on at least one other classmate's response within the discussion. You are required to participate in discussions every week,
- You must contribute to each weekly assignment. Working with your group, you will reach consensus on your responses and submit a group document for each assignment.

Your instructor will be tracking your progress through your contributions. If life or work events cause a temporary absence from the course please notify your instructor or the moderator and your group.

## **Course Schedule**

Compare this course schedule to your personal and professional schedules to identify weeks with heavy workloads. While you cannot complete teamwork assignments ahead of time, you may want to read ahead at times. This schedule may be changed with prior notice at any time during the course.

## **Registration**

Complete the Participant Questionnaire. You received a link to this questionnaire in your confirmation email.

## **Getting Started:**

- Complete Online Course Orientation
- Print and read the detailed syllabus.

- Read the course FAQs
- Explore the Discussion Board and introduce yourself to other participants
- Complete the Group Roles Assignment with your team.
- Ask any questions you may have regarding the course syllabus and format.

## **Week 1: Introduction and Overview: Contracting for Public Sector Services**

### **Focus:**

This week's activities examine the rise of contracting for services as a worldwide trend, and the reasons behind the trend. The class will examine the advantages and disadvantages of contracting for services with various scenarios.

## **Week 2: Deciding to Contract**

### **Focus:**

Participants will explore core and ancillary services, the elements of a make/buy decision, and three models for calculating allocated costs.

## **Week 3: Public-Private Competition**

### **Focus:**

This week focuses on the special variant that allows in-house departments and public employees to compete with private sector businesses and firms to provide government services.

## **Week 4: Performance Based Contracting**

### **Focus:**

This week focuses on performance based contracting, performance based scopes of work and contract types.

## **Week 5: The Request for Proposal Document; Proposal Evaluation and Contract Award**

### **Focus:**

This week participants read two chapters: the sections of an RFP document including special attention on the Scope of Work; and the special issues evaluating performance based proposals and contractual issues such as incentives and disincentives.

## **Week 6: Protests and Disputes; Contract Administration and Monitoring; Extensions, Renewals and Transitional Contract Issues**

### **Focus:**

This week participants read three chapters: responding to various types of protests and disputes; contract administration, monitoring and addressing poor performance and issues that arise at the completion of a successful contract.

**Course Wrap-up**

- Review and then complete the Final Assessment within the final week of the course. One of the requirements for passing the course is a score of 70% on the final exam.
- Once you have achieved a passing grade, complete the online course evaluation. This enables you to print your certificate of completion.

**Questions?**

Contact [RegistrationInfo@nigp.org](mailto:RegistrationInfo@nigp.org)