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PADP 8470 – BIDS AND CONTRACTING
Spring 2019

Description I will help you develop a deeper understanding of key concepts in the processes of designing and operating bidding and contracting systems, in theory and in practice.

Teaching Approach You will help guide the discussion in our weekly class meeting. I expect you to actively participate. Students often learn best in small study groups, so we will also work in teams.

This is a writing intensive course. I will distribute details online.

- You will write 2 short policy memos based on the templates provided in class. I will pick the topic. You will write these memos in teams. You will also peer review other teams' memos.
- You will write 2 material briefs. You will write these briefs in teams. You will present your brief and guide in-class discussion. You will also peer-review other teams' briefs.
- You will work in groups to understand and discuss course materials.
- You will write a major policy memo. You will make a short presentation of your findings.
- You will attend a meeting of a county, city, town, state, nonprofit, or other policy-setting body. You will write a summary that includes details of the meeting along with your observations. Include a copy of the agenda. You may not attend a meeting held at UGA.
- You will interview a public official about their work. You may not interview a UGA official.

Readings:

- I will distribute readings online at the course page listed above.
- I will supply reading lists for Ph.D. students upon request.

Evaluation

- 30% Two short policy briefs. Due dates listed below.
- 40% Policy memo and presentation due last day of class.
- 10% Meeting summary and email interview.
- 20% Material briefs, class presentations, and participation, including peer edits.

I accept late work after the due date only by prior arrangement.

You must typewrite any grade appeals and attach supplemental information as appropriate.

Instructor Availability

If you would like to speak with me outside of class, feel free to stop by my office during scheduled office hours. Occasionally I have meetings during the day and may be unavailable. To ensure that I am available on a given day, email me at least 24 hours in advance to set a specific time to meet.

Class Attendance/Participation

Students are expected to participate through asking questions and answering inquiries raised in class. Keep in mind that it is difficult to participate without being

physically present. To adequately prepare for class, all assigned readings should be completed by the dates indicated on the course schedule. Not all assigned readings may be discussed in class; nonetheless you are responsible for familiarizing yourself with them.

Special Needs and Academic Honesty Students with special needs that require accommodation should notify the Office for Disability Services and me as soon as possible so the appropriate arrangements can be made. All information as well as documentation is considered confidential. All academic work must meet the standards contained in “A Culture of Honesty.” Students are responsible for informing themselves about those standards before performing any academic work. The link to more detailed information about academic honesty can be found at: http://www.uga.edu/honesty/ahpd/culture_honesty.htm.

Religious Holidays Students who are absent from academic or social activities because of religious observances will not be penalized. If you desire to be excused from class to observe a religious holiday, notify me in advance. You are still responsible for any material covered during the excused absence, but will be permitted a reasonable amount of time to make up any work missed. If an event is scheduled during the class at which you are excused for a religious observance, you should make arrangements with me as soon as possible for an alternate time or be given a comparable assignment.

Miscellaneous No “extra credit” will be assigned in this course under any circumstances. Keep in mind that final grades may only be changed in the event of a clerical error (e.g., points summed incorrectly). Also, for privacy reasons, information pertaining to course grades cannot be discussed over the telephone or via email. A final grade of “Incomplete” will only be given in this course under extraordinary circumstances and is solely at the discretion of the instructor. The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary. Please silence devices while in class. Devices and laptops may only be used in-class with my permission. I accept late work after the due date only by prior arrangement. You must type any grade appeals and attach supplemental information as appropriate.

**Schedule of Topics:
(all readings available online)**

<u>Week</u>	<u>Topic</u>	<u>DUE</u>
1 (1.14)	Introduction and Overview	
2 (1.21)	MLK Day (no class)	
3 (1.28)	Policy Writing	
4 (2.4)	Overview 1	
5 (2.11)	Overview 2	Memo 1 Peer Review
6 (2.18)	Overview 3	Memo 1 Due
7 (2.25)	Overview 4	
8 (3.4)	Theory	
9 (3.11)	Spring Break (no class)	
10 (3.18)	Specifics 1	Group 1

11 (3.25)	Specifics 2	Group 2, Memo 2 Peer Review
12 (4.1)	No class – at a conference	
13 (4.8)	Specifics 3	Group 3, Memo 2 Due
14 (4.15)	Specifics 4	Group 4
15 (4.22)	Specifics 5	Group 5
16 (4.29)	Specifics 6	Group 6 Final Memo Due