

University of Georgia    Mark Knowles  
Office Hours:            By appointment

[william.knowles@uga.edu](mailto:william.knowles@uga.edu)  
404.310.2137

The course syllabus is a general plan for the course; deviation announcements by the instructor may be necessary. (modified last January 8, 2020)

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**PADP 8470 - BIDS AND CONTRACTING**  
Spring 2020, Thursday, 6:15 PM – 9:00 PM

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**Description:** The purpose of this course is to provide exposure to the rationale, theory, and complex context of contracting and an opportunity to learn and apply fundamentals of the various stages of government contracting, integration, operation/management, and termination. Content covers make/buy decisions, managing relationships, monitoring, risk/delay management, contract separation/termination, and ethics. I will work with you to accomplish this purpose.

**Teaching Approach:** My goal is to provide you a practical understanding of the bidding and contracting process using a teaching approach that requires active participation. You will have individual and group assignments that require you to interact with public and private procurement officials. As a graduate, I aspire to uphold the principles manifested in the three Pillars of the Arch. As students, I expect you to do the same. All classroom interaction will be governed by this common philosophy.

This is a writing intensive course. We will discuss each assignment in class and additional details online. Expectations include:

- Ethics case study (group project). **Group Assignment in class**
- Choose a local or state procurement office and examine the staffing positions and budget for the office. Write a short policy memo describing the office and your observations. **Personal Writing Assignment**
- Attend a meeting of a local or state government agency where the agenda includes a procurement activity. This can be completed in an online setting. Write a short memo sharing your observations. **Personal Assignment**
- Review a public budget to identify planned government spend during Fiscal Year 2020. This will include writing a short policy memo detailing the proposed spending initiative. **Personal Writing Assignment**
- Work in a group to develop a simple Request for Proposal (RFP) for a consultant to teach this course. Your group will present your RFP and peers will provide feedback. **Team Assignment and Peer Review with Feedback**

### Readings

- Readings will be provided online in a google drive (details in class).

### Evaluation

10% Ethics Case Study – classroom participation

30% Two short briefs / memos

10% Meeting summary memo

50% Preparation of a Request for Proposal to include Peer edit and presentations

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

This weighting system may be adjusted at the instructor's discretion. No curves are anticipated.

Below is the grading scale:

<u>Grade</u>	<u>Minimum Percentage Needed</u>
A	93%
A-	90%
B+	87%
B	83%
B-	80%
C+	77%
C	73%
C-	70%
D	60%
F	Below 60%

### Instructor Availability

If you would like to speak with me outside of class, then contact me by email or phone to schedule a time. I can be available remotely by Zoom. My office is located at Ponce City Market in midtown by appointment only.

### Class Attendance / Participation

You are expected to participate by asking questions and answering inquiries raised in class. If you are not able to make a class, then please let me know. This is an interactive course and your presence is required. Emergencies and class conflicts occur so communication is expected.

### 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 contact is 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: <https://honesty.uga.edu>

### 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

**The course schedule is a general plan for the course; deviation announcements by the instructor may be necessary as we progress.**

General Schedule of Topics (all readings available online – subject to change as we progress)

Week	TOPIC	ASSIGNMENTS
9-Jan	Introductions and Expectations	Prepare to discuss your expectations of the course
16-Jan	Policy Writing  General Operation and Management of Procurement (Federal / State / Local / Quasi)  Procurement jargon	Reading: <a href="https://www.naspo.org/statesurvey">https://www.naspo.org/statesurvey</a>  Procurement definitions  Federal <a href="https://www.acquisition.gov/content/part-2-definitions-words-and-terms">https://www.acquisition.gov/content/part-2-definitions-words-and-terms</a>  State of Georgia See glossary: <a href="http://doas.ga.gov/assets/State%20Purchasing/GPM%20Documents/GPM-V7-May%202018.pdf">http://doas.ga.gov/assets/State%20Purchasing/GPM%20Documents/GPM-V7-May%202018.pdf</a>  Also: <a href="https://www.nigp.org/home/find-procurement-resources/dictionary-of-terms">https://www.nigp.org/home/find-procurement-resources/dictionary-of-terms</a>
23-Jan	Ethics	Speaker  Ethics Case Study to be discussed in class
30-Jan	Make – Buy Decisions and Theory (public sector)  Decision makers Influencers	Assignment due: Organizational review memo due (discussed week of Jan 16)
6-Feb	Rules	F.A.R. System – review <a href="https://www.acquisition.gov/browse/index/far">https://www.acquisition.gov/browse/index/far</a>  State of Georgia – review <a href="http://doas.ga.gov/assets/State%20Purchasing/GPM%20Documents/GPM-V7-May%202018.pdf">http://doas.ga.gov/assets/State%20Purchasing/GPM%20Documents/GPM-V7-May%202018.pdf</a>
13-Feb	Integration of purchasing throughout	Assignment due: Public agenda review memo

	various levels and forms of government; Supply Chain management	
20-Feb	Preferences and Certifications	Guest Speaker Readings
<b>27-Feb</b>	Communication (managing relationships)	<b>Assignment: Visit online distribution sources and be prepared to discuss</b>
5-Mar	Technology in procurement	
12-Mar	SPRING BREAK	NO CLASS
19-Mar	The Bid Package (RFP) – Group assignments made for writing RFP  Writing a proposal	
26-Mar	Alternative Bidding methods  Reverse Auctions Agile Best Value Sole Sourcing	Meeting Summary memo due  Reading Reverse Auctions: <a href="https://www.naspo.org/Publications/ArtMID/8806/ArticleID/4789">https://www.naspo.org/Publications/ArtMID/8806/ArticleID/4789</a>
3-APR	Alternative methods continued	
9-APR	Decisions and Bid Protests	
16-APR	Contracting and Compliance	

23- APR	RFP presentations	
30- APR	Final RFP presentations	