

Bids and Contracting
Spring 2021, Thursday, 3:55 PM – 6:45 PM

University of Georgia PADP 8470

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Office Hours: My office is located in midtown Atlanta. Hours are by appointment only. I am available in person and online via Zoom meetings.

ATTENTION
Coronavirus Information for Students

Course Format

This course (PADP 8470) will be delivered in a face-to-face format in compliance with UGA directives. Students should not attend face-to-face sessions if they are experiencing any of the known symptoms of the Coronavirus such as fever or chills, cough, shortness of breath, fatigue, muscle or body aches, headache, or loss of taste or smell. For further information please see the UGA COVID-19 website at: <https://www.uga.edu/coronavirus/info.php>. Each class session will be recorded on Zoom and posted to eLC.

Face Masks

Effective July 15, 2020, the University of Georgia—along with all University System of Georgia (USG) institutions—requires all faculty, staff, students, and visitors to wear an appropriate face covering (i.e., a face mask) while inside campus facilities/buildings where six feet of social distancing may not always be possible. Face mask use is in addition to and is not a substitute for social distancing. Anyone not using a face mask when required will be asked to wear one or must leave the area. Note that face shields are not a substitute for face masks. Reasonable accommodations may be made for those who are unable to wear a face mask for documented health reasons. Students seeking an accommodation related to face masks should contact Disability Services at <https://drc.uga.edu/>.

DawgCheck

Please perform a quick symptom check each weekday on DawgCheck – on the UGA app or website – whether you feel sick or not. It will help health providers monitor the health situation on campus: <https://dawgcheck.uga.edu/>

What do I do if I have symptoms?

Students showing symptoms should self-isolate and schedule an appointment with the University Health Center by calling 706-542-1162 (Monday – Friday, 8 a.m. – 5 p.m.). Please DO NOT walk-in. For emergencies and after-hours care, see <https://www.uhs.uga.edu/info/emergencies>.

What do I do if I am notified that I have been exposed?

Students who learn they have been directly exposed to COVID-19 but are not showing symptoms should self-quarantine for 14 days consistent with Department of Public Health (DPH) and Centers for Disease Control and Prevention (CDC) guidelines. Please correspond with your instructor via email, with a cc: to Student Care & Outreach at sco@uga.edu, to coordinate continuing your coursework while self-quarantined. If you develop symptoms, you should contact the University Health Center to make an appointment to be tested. You should continue to monitor your symptoms daily on DawgCheck.

How do I get a test?

Students who are demonstrating symptoms of COVID-19 should call the University Health Center. UHC is offering testing by appointment for students; appointments may be booked by calling 706-542-1162.

What do I do if I test positive?

Any student with a positive COVID-19 test is required to report the test in DawgCheck and should self-isolate immediately. Students should not attend classes in-person until the isolation period is completed. Once you report the positive test through DawgCheck, UGA Student Care and Outreach will follow up with you.

Email

Check your email regularly so you don't miss important information, and also check the University [COVID-19 website](#) for updates and resources, this web site includes links from student affairs with helpful, up-to-date messages for students.

Mental Health and Wellness Resources

If you or someone you know needs assistance, you are encouraged to contact Student Care and Outreach in the Division of Student Affairs at 706-542-7774 or visit <https://sco.uga.edu>. They will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services.

UGA has several resources for students seeking mental health services:

(<https://www.uhs.uga.edu/bewelluga/bewelluga>) and crisis support:

(<https://www.uhs.uga.edu/info/emergencies>).

If you need help managing stress anxiety, relationships, etc., please visit Be Well UGA (<https://www.uhs.uga.edu/bewelluga/bewelluga>) for a list of FREE workshops, classes, mentoring, and health coaching led by licensed clinicians and health educators in the University Health Center.

Additional resources can be accessed through the UGA App.

Course Purpose: 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 procurement: integration, operation/management, and termination. Content covers make/buy decisions, managing relationships, monitoring, risk/delay management, contract separation/termination, and ethics.

My goal is to provide you a practical understanding of the bidding and contracting process using a teaching approach that requires active participation. This will help you gain knowledge, skills, and abilities to prepare you for public sector bidding and contracting. You will have individual and group assignments that require you to interact with public and private procurement officials. We will invite subject matter experts to discuss a variety of topics.

Expectations and Assignments

- Ethics case study (group project). **Group Assignment in class**
- Choose a pandemic product in a group and prepare a presentation explaining the supply chain – **Group Presentation**
- 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 Writing Assignment - Meeting Summary Memo**

- Review a procurement award. This will include writing a short policy memo detailing the award. **Personal Writing Assignment – Procurement Award Memo**
- Work in a group to develop a Request for Proposal (RFP). Your group will present your RFP and peers will provide feedback. **Team Assignment and Peer Review with Feedback – Request for Proposal**

Readings

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

Evaluation

- 15% Ethics Case Study
- 20% Supply Chain Presentation (Pandemic)
- 10% Meeting Summary memo
- 10% Procurement award memo
- 20% Class presentations and participation (quizzes and attendance)
- 25% Request for Proposal

I accept late work after the due date only by prior arrangement. Assignments are due prior to class meeting time.

Instructor Availability

If you would like to speak with me outside of class, then contact me by email or phone to schedule a time.

Class Attendance / Participation

You are expected to participate by asking and answering questions raised in class. If you are not able to make a class, then please let me know prior to the scheduled time. This is an interactive course and your presence is required. Emergencies and class conflicts occur so communication is expected. We will incorporate online technologies to accomplish our goal of meeting together for each scheduled session.

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

Please advise of any conflicts.

Miscellaneous

I am flexible in my teaching approach and appreciate feedback. Please act professionally in the use of electronics. The course syllabus is a general plan. I will advise you of deviations I think are necessary.

General Schedule of Topics by week (subject to changes)

WEEK	TOPIC	ASSIGNMENTS
14-Jan	Introductions and Expectations	Prepare to discuss your expectations of the course Walk through syllabus
21-Jan	Ethics	Ethics Case Study and Guest Speaker The Supply Chain Introduced Learning the procurement lingo
28-Jan	Operation and Management of Procurement	The Supply Chain continued More procurement lingo
4-Feb	Various stages of contracting	Integration of the procurement process in various levels and forms of government Group presentation on supply chain
11-Feb	Federal Procurement F.A.R.	Focus on the federal response to the pandemic using F.A.R. Guest Speaker and Readings
18-Feb	Preferences and Certifications	Guest Speaker and Readings
25-Feb	Communication (managing relationships)	Visit online distribution sources and be prepared to discuss RFP Assignment starts
4-Mar	Reaching the Marketplace	Meeting Summary memos due and presentations
11-Mar	State Government	Review of state government operations
18-Mar	The Bid Package (RFP)	Procurement Award Memo due
25-Mar	Local Government	Review of local government operations
01-Apr	Alternative Bidding methods Agile Procurement	Other readings will be provided on Best Value, Sole Sourcing Alternative RFPs and Acquisitions (Grants) – Guest Speaker
8-Apr	Contracting and Compliance RFP presentations	
15-Apr	RFP presentations (make/buy decisions)	
22-Apr	LAST CLASS	Review of RFP Presentations
29-Apr	FINAL	Submit Final Completed RFP