

## **Bids and Contracting**

Fall 2021, Monday, 4:10 PM – 6:55 PM  
Baldwin 311

### **University of Georgia PADP 8470**

Instructor: Mark Knowles

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404.310.2137

***This syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.***

*COVID-19 Statement: (Please see the latest University guidance): I will work to accommodate any COVID-19 concern and manage the classroom using Center for Disease Control guidelines as supported by the University of Georgia. Be mindful of others and protect your own personal health. See Attachment A.*

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Instructor Availability: My office is located in midtown Atlanta. I am available in person and online via Zoom meetings.

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. The aim is to increase your **knowledge, skills, and abilities** to prepare you for public sector bidding and contracting. We will use individual and group assignments that require interaction with public and private procurement officials. We will invite subject matter experts to discuss a variety of topics.

### Expectations and Assignments

- Choose a 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 about the decision-making process. Class presentation. **Personal Writing Assignment - Meeting Summary Memo (Individual presentation)**

- 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**
- **Classroom exercises, participation, quizzes, and exams.**

### Readings

Listing provided at first class, but we may add short topical readings over the course.

### Evaluation

Your evaluation in this course will be based on the following components:

20%	Supply Chain Presentation
15%	Midterm Exam
10%	Meeting Summary memo
40%	Request for Proposal
15%	Class presentations and participation (quizzes and ATTENDANCE)

The grade assigned for your class will be based on points assigned as a percentage, with letter grades based on the following ranges:

93-100 A	90-92.99 A-	88-89.99 B+	83-87.99 B
80-82.99 B-	78-79.99 C+	73-77.99 C	70-72.99 C-
60-69.99 D	0-59.99 F		

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

### Class Attendance / Participation

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 as necessary. If you are not able to make a class, then please let me know prior to the scheduled time. Your grade will not be impacted by an excused absence. **Text me at 404-310-2137, identify yourself, and explain your circumstance.** You are expected to participate by asking and answering questions, but also by focused attention.

### 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 and GOALS
	AUG 23	Introductions and Expectations	Prepare to discuss your expectations of the course Walk through syllabus Group Assignments
Organization and Fundamentals	AUG 30	Operation and Management of Procurement  Contracting Instruments	The Supply Chain Introduced  Learning the procurement lingo Just-in-time / The perfect storm  Video: Why There are Now So Many Shortages (It's Not COVID) <a href="https://youtu.be/b1JIYZQG3II">https://youtu.be/b1JIYZQG3II</a> (in class)
	SEP 13	Insourcing / Outsourcing  Various stages of contracting	Make/buy decisions Theory of the firm The Supply Chain continued Block Chain
	SEP 20	The Supply Chain	Integration of the procurement process in various levels and forms of government  <b>Group presentations on supply chain (20%)</b>
	SEP 27	The Bid Package	Components of an RFP and writing skills
Federal	OCT 4	Federal Procurement F.A.R.	Focus on the federal response to the pandemic using F.A.R.  Pillero Mazza Video: Overview of the Buy American Act (2018) <a href="https://www.youtube.com/watch?v=M_T6gIT5BuA">https://www.youtube.com/watch?v=M_T6gIT5BuA</a>

	OCT 11	Diversity, Inclusion & Equity Set Asides	<b>Midterm Exam (15%)</b> <b>RFP Assignment starts</b>
State	OCT 18	State Government	State government procurement
Local	OCT 25	Local Government	Local government procurement
Topical Issues	Nov 1	Third Party Portals Aggegators	Review of third party portals Visit online distribution sources and be prepared to discuss
	NOV 8	Communication (managing relationships)	Reaching marketplaces <b>Meeting Summary memo due and presentations</b>
	NOV 15	Sustainability Disasters / Disruptions	The role of local, state, and federal government in sustainability and resiliency
	NOV 22	Online technology and procurement	This session will be conducted by Zoom and we will engage online procurement tools
	NOV 29	Alternative Bidding methods Agile Procurement	Other readings will be provided on Best Value, Sole Sourcing and Alternative RFPs and Acquisitions (Grants)
Ethics	DEC 6	Ethics RFP presentations Start	Ethics case study (in-class assignment) <b>RFP Presentations</b>
	DEC 13	Final RFP presentations	<b>RFP Presentations</b>

## Required Readings, Textbooks, and Videos

Week	Readings
Organization and Fundamentals	<p>Coase, R.H., 1937. The nature of the firm. <i>Economical</i> 4 (16), 386–405  <a href="https://onlinelibrary.wiley.com/doi/full/10.1111/j.1468-0335.1937.tb00002.x">https://onlinelibrary.wiley.com/doi/full/10.1111/j.1468-0335.1937.tb00002.x</a></p> <p>VIDEO: A Conversation with Ronald H Coase (2001)  <a href="https://newmedia.ufm.edu/video/a-conversation-with-ronald-h-coase/">https://newmedia.ufm.edu/video/a-conversation-with-ronald-h-coase/</a></p> <p>VIDEO: The 17th annual Coase Lecture, presented by Ronald Coase (April 1, 2003)  <a href="https://www.youtube.com/watch?v=yqT6koFnEwAhttps://www.youtube.com/watch?v=yqT6koFnEwA">https://www.youtube.com/watch?v=yqT6koFnEwAhttps://www.youtube.com/watch?v=yqT6koFnEwA</a></p> <p>Williamson, Oliver, 2002. The Theory of the Firm as Governance Structure: From Choice to Contract  <a href="https://www.aeaweb.org/articles?id=10.1257/089533002760278776">https://www.aeaweb.org/articles?id=10.1257/089533002760278776</a></p> <p>Williamson, Oliver: Transactional Cost Economics: The Natural Progression, 2009.  <a href="https://www.nobelprize.org/uploads/2018/06/williamson_lecture.pdf">https://www.nobelprize.org/uploads/2018/06/williamson_lecture.pdf</a></p> <p>Tadelis, S. Complexity, Flexibility, and the Make-or-Buy Decision, 2002.  <a href="http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.119.9371&amp;rep=rep1&amp;type=pdf">http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.119.9371&amp;rep=rep1&amp;type=pdf</a></p> <hr/> <p>Lowenstein Sandler LLP, 2021. Hypersonics Illustrate Supply Chain Vulnerabilities  <a href="https://www.jdsupra.com/legalnews/hypersonics-illustrate-supply-chain-4138055">https://www.jdsupra.com/legalnews/hypersonics-illustrate-supply-chain-4138055</a></p> <p>Jennifer Cohen, Yana van der Meulen Rodgers, 2020.  <a href="#">Contributing factors to personal protective equipment shortages during the COVID-19 pandemic</a></p> <p>Ammons, David N., 2009. <i>Tools for Decision Making: A Practical Guide for Local Government. 2nd ed.</i> Washington, D.C.: CQ Press.  Recommended, not required. We will discuss three of Dr. Ammons chapters.</p>
Federal	<p>President Biden, 2021. Executive Order on Ensuring the Future Is Made in All of America by All of America’s Workers <a href="https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/25/executive-order-on-ensuring-the-future-is-made-in-all-of-america-by-all-of-americas-workers">https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/25/executive-order-on-ensuring-the-future-is-made-in-all-of-america-by-all-of-americas-workers</a></p>

	<p>Brunjes, Benjamin. Competition and Federal Contractor Performance, <i>Journal of Public Administration Research and Theory</i>, Volume 30, Issue 2, April 2020, Pages 202–219, <a href="https://doi.org/10.1093/jopart/muz027">https://doi.org/10.1093/jopart/muz027</a></p>
State	<p>Qiao, Y, Thai, K, and Cummings G., 2009. State and Local Procurement Preferences: A Survey  <a href="http://www.ippa.org/jopp/download/vol9/issue-3-4/Art3_Procurement_Preferences.pdf">http://www.ippa.org/jopp/download/vol9/issue-3-4/Art3_Procurement_Preferences.pdf</a></p>
Local	<p>Shaw, F., 2010. The Power to Procure: A Look inside the City of Austin Procurement Program  <a href="https://digital.library.txstate.edu/bitstream/handle/10877/3442/fulltext.pdf?sequence=1&amp;isAllowed=y">https://digital.library.txstate.edu/bitstream/handle/10877/3442/fulltext.pdf?sequence=1&amp;isAllowed=y</a></p>
Topical Issues	<p>Nyeck S.N., 2020. Gender Equality in Public Procurement. In: Farazmand A. (eds) Global Encyclopedia of Public Administration, Public Policy, and Governance. Springer, Cham. <a href="https://doi.org/10.1007/978-3-319-31816-5_1598-1">https://doi.org/10.1007/978-3-319-31816-5_1598-1</a></p>
	<p>Video, 2017. Scott Smith, IT Procurement Manager  <a href="https://www.youtube.com/watch?v=mZSaS6HuFMY">https://www.youtube.com/watch?v=mZSaS6HuFMY</a></p>
	<p>Brown, N., Davenport, J., Gateess, L.P., Marshall-Kelm, T., 2018. FedCLASS: A Case Study of Agile and Lean Practices in the Federal Government.  <a href="https://resources.sei.cmu.edu/asset_files/SpecialReport/2018_003_001_527599.pdf">https://resources.sei.cmu.edu/asset_files/SpecialReport/2018_003_001_527599.pdf</a></p>
	<p>Homeland Security, 2016. DHS Agile Development and Delivery for Information Technology Instruction Manual  <a href="https://www.scaledagileframework.com/wp-content/uploads/2019/01/Instruction-Manual-102-01-004-01-DHS-Agile-Development-and-Delivery-for-IT.pdf">https://www.scaledagileframework.com/wp-content/uploads/2019/01/Instruction-Manual-102-01-004-01-DHS-Agile-Development-and-Delivery-for-IT.pdf</a></p>
Ethics	<p>Georgia Municipal Association, 2010. Ethics in Government: Charting the Right Course  <a href="https://www.gacities.com/Resources/GMA-Handbooks-Publications/GMA-Publications/Ethics-in-Government-Charting-the-Right-Course.aspx">https://www.gacities.com/Resources/GMA-Handbooks-Publications/GMA-Publications/Ethics-in-Government-Charting-the-Right-Course.aspx</a></p>

## **ATTACHMENT A: CORONAVIRUS INFORMATION FOR STUDENTS FOR FALL 2021 CLASSES**

### **Face coverings:**

Following guidance from the University System of Georgia, face coverings are recommended for all individuals while inside campus facilities.

### **How can I obtain the COVID-19 vaccine?**

University Health Center is scheduling appointments for students through the UHC Patient Portal ([https://patientportal.uhs.uga.edu/login\\_dualauthentication.aspx](https://patientportal.uhs.uga.edu/login_dualauthentication.aspx)). Learn more here – <https://www.uhs.uga.edu/healthtopics/covid-vaccine>.

The Georgia Department of Health, pharmacy chains and local providers also offer the COVID-19 vaccine at no cost to you. To find a COVID-19 vaccination location near you, please go to: <https://georgia.gov/covid-vaccine>.

In addition, the University System of Georgia has made COVID-19 vaccines available at 15 campuses statewide and you can locate one here: <https://www.usg.edu/vaccination>

### **What do I do if I have COVID-19 symptoms?**

Students showing COVID-19 symptoms should self-isolate and schedule an appointment with the University Health Center by calling 706-542-1162 (Monday-Friday, 8 a.m.-5p.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 test positive for COVID-19?**

If you test positive for COVID-19 at any time, you are **required to report it** through the [DawgCheck Test Reporting Survey](#). We encourage you to stay at home if you become ill or until you have excluded COVID-19 as the cause of your symptoms. UGA adheres to current Georgia Department of Public Health (DPH) quarantine and isolation [guidance](#) and requires that it be followed. Follow the instructions provided to you when you report your positive test result in DawgCheck.

### **Guidelines for COVID-19 Quarantine Period (As of 8/1/21; follow DawgCheck or see DPH website for most up-to-date recommendations)**

Students who are fully vaccinated **do not** need to quarantine upon exposure unless they have symptoms of COVID-19 themselves. All others should follow the Georgia Department of Public Health (DPH) recommendations:

Students who are not fully vaccinated and have been directly exposed to COVID-19 but are not showing symptoms **should self-quarantine for 10 days**. Those quarantining for 10 days must have been symptom-free throughout the monitoring period and continue self-monitoring for COVID-19 symptoms for a total of 14 days. You should report the need to quarantine on [DawgCheck](#) (<https://dawgcheck.uga.edu/>), and communicate directly with your faculty to coordinate your coursework while in quarantine. If you need additional help, reach out to Student Care and Outreach ([sco@uga.edu](mailto:sco@uga.edu)) for assistance.



Students, faculty and staff who have been in close contact with someone who has COVID-19 are no longer required to quarantine if they have been fully vaccinated against the disease and show no symptoms.

**Well-being, Mental Health, and Student Support**

If you or someone you know needs assistance, you are encouraged to contact Student Care & 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 to support your well-being and mental health: <https://well-being.uga.edu/>

Counseling and Psychiatric Services (CAPS) is your go-to, on-campus resource for emotional, social and behavioral-health support: <https://caps.uga.edu/>, TAO Online Support (<https://caps.uga.edu/tao/>), 24/7 support at 706-542-2273. For crisis support: <https://healthcenter.uga.edu/emergencies/>.

The University Health Center offers FREE workshops, classes, mentoring and health coaching led by licensed clinicians or health educators: <https://healthcenter.uga.edu/bewelluga/>

**Monitoring conditions:**

Note that the guidance referenced in this syllabus is subject to change based on recommendations from the Georgia Department of Public Health, the University System of Georgia, or the Governor's Office or. For the latest on UGA policy, you can visit [coronavirus.uga.edu](https://coronavirus.uga.edu).