

Bids and Contracting
Fall 2022, Wednesday, 6:15 PM – 9:00 PM
Gwinnett Campus

University of Georgia PADP 8470

Instructor: Mark Knowles

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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.

Instructor Availability: My office is located in midtown Atlanta at Ponce City Market. I am available in person by schedule 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 online lectures and exercises outside of our assigned time to increase our productivity during class. This may include podcasts, webinars, YouTube videos and other media tools. The use of a combination of information sources may decrease our classroom time on occasion. We will also invite public and private subject matter experts to our classroom where you will be expected to engage with them on various topics.

Expectations and Assignments

- Choose a product in a group and prepare a presentation explaining the supply chain –
Group Presentation

Bids and Contracting -

- 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)

This is an applied class and I fully expect you to make an A score. You should expect to leave with new knowledge, skills, and abilities. If you should fall below the expectation, then I will alert you and discuss options. 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

Your time is valuable and I consider it a business appointment. I will arrive timely and be present at each class. Should I not be able to be present due to a conflict, then I will let you know promptly. I expect the same courtesy.

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 our appointment, 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 not only 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 17	Introductions and Expectations	Prepare to discuss your expectations of the course Walk through syllabus Group Exercise
Organization and Fundamentals	AUG 24	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) https://youtu.be/b1JIYZQG3II (in class)
	Aug 31	Insourcing / Outsourcing Various stages of contracting	Make/buy decisions Theory of the firm The Supply Chain continued Block Chain
	SEP 07	The Supply Chain	Integration of the procurement process in various levels and forms of government Group presentations on supply chain (20%)
	SEP 14	The Bid Package	Components of an RFP and writing skills
Federal	SEP 21	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) https://www.youtube.com/watch?v=M_T6glT5BuA

	SEP 28	Diversity, Inclusion & Equity Set Asides	Midterm Exam (15%) RFP Assignment starts
State	OCT 12	State Government	State government procurement
Local	OCT 19	Local Government	Local government procurement
Topical Issues	OCT 26	Third Party Portals Aggregators	Review of third party portals Visit online distribution sources and be prepared to discuss
	NOV 02	Communication (managing relationships)	Reaching marketplaces Meeting Summary memo due and presentations
	NOV 09	Sustainability Disasters / Disruptions	The role of local, state, and federal government in sustainability and resiliency
	NOV 16	Online technology and procurement	This session will be conducted by Zoom and we will engage online procurement tools
	NOV 30	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) RFP Presentations
	DEC 13	Final RFP presentations	RFP Presentations (if needed)

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 https://onlinelibrary.wiley.com/doi/full/10.1111/j.1468-0335.1937.tb00002.x</p> <p>VIDEO: A Conversation with Ronald H Coase (2001) https://newmedia.ufm.edu/video/a-conversation-with-ronald-h-coase/</p> <p>VIDEO: The 17th annual Coase Lecture, presented by Ronald Coase (April 1, 2003) https://www.youtube.com/watch?v=yqT6koFnEwAhttps://www.youtube.com/watch?v=yqT6koFnEwA</p> <p>Williamson, Oliver, 2002. The Theory of the Firm as Governance Structure: From Choice to Contract https://www.aeaweb.org/articles?id=10.1257/089533002760278776</p> <p>Williamson, Oliver: Transactional Cost Economics: The Natural Progression, 2009. https://www.nobelprize.org/uploads/2018/06/williamson_lecture.pdf</p> <p>Tadelis, S. Complexity, Flexibility, and the Make-or-Buy Decision, 2002. http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.119.9371&rep=rep1&type=pdf</p>
	<p>Lowenstein Sandler LLP, 2021. Hypersonics Illustrate Supply Chain Vulnerabilities https://www.jdsupra.com/legalnews/hypersonics-illustrate-supply-chain-4138055</p> <p>Jennifer Cohen, Yana van der Meulen Rodgers, 2020. Contributing factors to personal protective equipment shortages during the COVID-19 pandemic</p> <p>Shih, Willy C, 2020. Global Supply Chains in a Post-Pandemic World: Companies Need to Make Their Networks More Resilient. <i>Harvard Business Review</i>, September-October. https://hbr.org/2020/09/global-supply-chains-in-a-post-pandemic-world</p> <p>Ammons, David N., 2009. Tools for Decision Making: A Practical Guide for Local Government. 2nd ed. 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 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</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, https://doi.org/10.1093/jopart/muz027</p>
State	<p>Qiao, Y, Thai, K, and Cummings G., 2009. State and Local Procurement Preferences: A Survey http://www.ippa.org/jopp/download/vol9/issue-3-4/Art3_Procurement_Preferences.pdf</p>
Local	<p>Shaw, F., 2010. The Power to Procure: A Look inside the City of Austin Procurement Program https://digital.library.txstate.edu/bitstream/handle/10877/3442/fulltext.pdf?sequence=1&isAllowed=y</p>
Topical Issues	<p>Nyeck S.N., 2020. Gender Equality in Public Procurement. In: Farazmand A. (eds) <i>Global Encyclopedia of Public Administration, Public Policy, and Governance</i>. Springer, Cham. https://doi.org/10.1007/978-3-319-31816-5_1598-1</p>
	<p>Video, 2017. Scott Smith, IT Procurement Manager https://www.youtube.com/watch?v=mZSaS6HuFMY</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. https://resources.sei.cmu.edu/asset_files/SpecialReport/2018_003_001_527599.pdf</p>
	<p>Homeland Security, 2016. DHS Agile Development and Delivery for Information Technology Instruction Manual https://www.scaledagileframework.com/wp-content/uploads/2019/01/Instruction-Manual-102-01-004-01-DHS-Agile-Development-and-Delivery-for-IT.pdf</p>
Ethics	<p>Georgia Municipal Association, 2010. Ethics in Government: Charting the Right Course https://www.gacities.com/Resources/GMA-Handbooks-Publications/GMA-Publications/Ethics-in-Government-Charting-the-Right-Course.aspx</p>

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