OSC 465 DL1: Introduction to Government Contracting  
Fall 2020

COURSE: OSCM 465 DL1, Government Contracting & Procurement (3 Credits)  
Prerequisite: C or higher in OM 301/OM 303

CLASS MEETING: TBA / Online

INSTRUCTOR: M. Aaron Moak, Adjunct Professor  
Office: By Appointment  
Phone: 931-551-5602  
E-mail: mmoak@gmu.edu  
Fax: 703-993-1809

OFFICE HOURS: By appointment

Digital books are acceptable:  
https://www.amazon.com/gp/product/173419815X/ref=ppx_yo_dt_b_asin_title_o06_s00?ie=UTF8&psc=1

Note: The text is required reading but it is not a substitute or replacement for classroom instruction.

WEB SITE: https://mymasonportal.gmu.edu/  
Note: PowerPoint lecture notes (and the answers to in-class problems) will be posted throughout the semester.  
For the ease of taking notes, please print the slides and bring them to class. These notes are only a supplement and do not substitute or replace attendance.

COURSE DESCRIPTION: This course (OSCM 465 DL1), provides a review of the $600B+ Business to Government (B2G) Government Contracting Industry. In Virginia it is estimated that over $80B of the state economy is based in government contracting, with the majority centralized in Northern Virginia. The course will begin with an introduction to Procurement and Supply Chain fundamentals followed by how they are executed in practice by government organizations, with a focus on US Federal Government contracting policies, processes and procedures. Designed to establish base knowledge for students potentially pursuing careers in government organizations or businesses that serve government clients. Topics will include Federal Acquisition Regulation (FAR), Federal Budgeting, Market Analysis, Category Management, Small Business Utilization, National Security implications, Innovation and Research Funding.

UNDERGRADUATE LEARNING GOALS (Goals addressed in bold)
Goal 1: Our students will demonstrate an understanding of the social, global, ethical, and legal contexts of business and will be able to reflect on the role of the individual in business.
Goal 2: Our students will demonstrate an understanding of and the ability to apply knowledge of professional skills necessary for success in business including effective business writing.
Goal 3: Our students will demonstrate technical and analytic skills appropriate for success in business.
Goal 4: Our students will demonstrate an understanding of and the ability to apply knowledge of core business disciplines including accounting, finance, information systems, management, marketing, and operations management.
Goal 5: Our students will demonstrate knowledge and skills appropriate for specialization in their majors.
Goal 6: Our students will demonstrate an understanding of how research in the business disciplines contributes to knowledge and how such research is conducted.

**COURSE OBJECTIVES:** By the end of the course, students will be able to:
- Understand the components of government contracting and how they are influence the B2G business model.
- Understand the government procurement process and how businesses effectively acquire government contracts.
- To help students become more effective managers and entrepreneurs in today’s competitive, global environment.

**REQUIREMENTS:**
You may earn up to 100% throughout the course. A resume and picture is due 9/1 (part of in-class exercises). Details will be posted on BB. Grades in this course will be computed as follows (note there is no rounding up):

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Midterm Exam</td>
<td>25 %</td>
</tr>
<tr>
<td>Group Project</td>
<td>30 %</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20 %</td>
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<tr>
<td>Government Org Overview</td>
<td>15 %</td>
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<tr>
<td>In-Class Exercises/Class Participation</td>
<td>10 %</td>
</tr>
</tbody>
</table>

**GRADING SCALE:**
- A = 92.0 – 100
- A– = 90.0 – 91.99
- B+ = 88.0 – 89.99
- B = 82.0 – 87.99
- B– = 80.0 – 81.99
- C+ = 78.0 – 79.99
- C = 72.0 – 77.99
- F = Others

**ACADEMIC INTEGRITY:**
Mason shares in the tradition of an honor system that has existed in Virginia since 1842. The Honor Code is an integral part of university life. On the application for admission, students sign a statement agreeing to conform to and uphold the Honor Code. Students are responsible, therefore, for understanding the code’s provisions. In the spirit of the code, a student’s word is a declaration of good faith acceptable as truth in all academic matters. Cheating and attempted cheating, plagiarism, lying, and stealing of academic work and related materials constitute Honor Code violations. To maintain an academic community according to these standards, students and faculty must report all alleged violations to the Honor Committee. Any student who has knowledge of, but does not report, a violation may be accused of lying under the Honor Code.

The University's Honor Code is designed to ensure that the principles of academic honesty and integrity are upheld. All students are expected to adhere to this code. All acts of academic dishonesty will be dealt with in accordance with the provisions of this code. For more information on the University's Honor Code, please visit [http://oai.gmu.edu/the-mason-honor-code-2/](http://oai.gmu.edu/the-mason-honor-code-2/).

The complete Honor Code is as follows:
*To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code: Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.*

**SAFE ASSIGN:**
In order to develop student writing skills, and teach students more about plagiarism, SafeAssign will be used in this class. Students are expected to submit their project assignments to SafeAssign.

**CAMPUS CLOSURE:**
In the case the university is closed (for snow for example), we will have an online class using the Collaborate Ultra Function in BB. Please logon to BB and check your email for further information in case campus is closed during our class time.

ACCOMMODATIONS FOR DISABILITIES:
If you have a documented learning disability or other condition that may affect academic performance, you should: 1) make sure this documentation is on file with Office for Disability Services (SUB I, Rm. 2500; 703-993-2474; http://ods.gmu.edu) to determine the accommodations you need; and 2) talk with me to discuss your accommodation needs by the second week of class.

CLASS PROCEDURE:
Students will receive the greatest benefit by completing all the reading assignments in advance of class, attending class, and being active participants in classroom discussions. Sharing of opinions, ideas and questions is strongly encouraged and greatly benefits all participants. Lectures and discussion are the predominant class form of presentation and a full interchange between the professor and the student is expected. Games and in class exercises will also be used and credit depends on being present during the class the activity occurs.

CLASS PARTICIPATION AND ATTENDANCE:
Every student is expected to prepare for and attend each class and to constructively participate in class discussions. Let the instructor know in advance, should you have to plan on missing a class. Students are particularly encouraged to share their views and work experiences on various topics. Constructive actions and superior in-class discussion and participation in activities will be recorded and rewarded with a higher grade. Conversely, destructive actions or failure to attend classes can adversely affect your participation grade. Playing with cell-phone/tablet, checking e-mail, browsing the Internet, doing irrelevant work, and frequently leaving your seat are considered destructive actions. Missing classes and tardiness will negatively affect your grade as well.

GOVERNMENT ORGANIZATION OVERVIEW:
Each week, two to three students (assigned previously) will present a 10-minute presentation about a government organization to the rest of the class. Each presentation should be in MS PowerPoint, link to reference material and be posted on the BB “GOV ORG OVEWVIEW” Discussion Forum a minimum of 24 hours prior to class (ie. NLT than Monday at 7:20PM. The presentation should provide a general but researched overview of a selected government agency and include the following: 1) what is the mission, purpose and history of this government organization, 2) what is the budget for this government organization and what are some of the main categories of purchases, and 3) what are 2-3 knowledge items a potential vendor for this organization should know (major incumbents, budget swings, recent news, preferred purchase methods/vehicles, unique characteristics, small business participation, etc.). Emphasis in grading will be placed on the demonstration of preparation and research, and completeness of presentation within the outlined criteria.

OFFICE HOURS:
By appointment and flexible to your and my schedule. Please reach out 2-3 days ahead of desired meeting date so we can arrange an adequate time for both of us.

IN CLASS QUIZZES:
Two (2) quizzes will be administered in class. These will be a combination of T/F, Multiple Choice and Short Response. Students will need to bring a scantron to class. There are no scheduled make-ups for Quizzes, any planned absence must be communicated well ahead of class. Any last-minute absences will need to be accompanied with documentation to avoid receiving a zero 0 grade. Quizzes will be cumulative and relevant study material will be discussed in class the week prior to the scheduled quiz.

EXTRA CREDIT:
There is no extra credit.

EXAMINATIONS:
There will be one in-class exam which will be a midterm and approximately halfway through the course. The midterm will cover classes 1-7. Exam may consist of multiple choice, true-false, short answer, and problem type
questions. The midterm is closed book and closed note. Information presented in class, videos, slides, news updates, articles, the book, and other student presentations. Each student is expected to bring his/her own Scantron sheet, #2 pencils, and for each exam. To prepare well for the exam, students should read assigned textbook chapters, review slides and read articles on a weekly basis.

The scheduled exam date and covered materials for each exam can be found on the schedule page of this course syllabus. Please mark the exam dates on your calendar. IF YOU CANNOT TAKE THE MIDTERM AT THE TIME SHOWN ON THE SCHEDULE, DO NOT REGISTER FOR THIS CLASS. NO MAKEUPS WILL BE GIVEN without a valid, per university policy, documented excuse. Missed exams not covered by a valid excuse (per University policy) will result in a grade of zero for the exam and probable failure for the class. Make-up exams may be given at the discretion of the instructor, given documentation is provided to support the valid excuse. In case that you need to miss an exam during the semester, you are responsible to contact the instructor as soon as possible.

GROUP PROJECT:
Over the course of the semester groups of three (3) students will complete a project for a specific government contracting opportunity they select. During the final class, students will present a 10-minute overview of the interview including:

- Item Description, selection rationale
- Customer Overview, importance of selected opportunity
- History of the opportunity
- Estimated size / effort of opportunity
- Capture / Business Development Strategy to include:
  - Client Interaction
  - Teaming Partners
  - Small Business Strategy
  - Value Proposition / Differentiation
  - Likely government acquisition method
- Specific client or opportunity considerations

To assist with the development of project material, groups will have three (3) check points during the semester as outlined in the class below. Complete and timely submission for these check points will contribute to the overall grade of the project, which counts for thirty (30%) of the overall semester grade.

QUESTIONS:
All students are encouraged to bring questions, concerns and comments to my attention as soon as they arise. Please do not wait! Appeals or corrections to grades on any assignment/test/homework need to be made formally and in writing within one week of the graded deliverable being returned. A decision will be communicated in written form and the written decision is what counts, not any verbal communication. Once final grades are submitted, changes to grades will only be made to correct errors in tallying scores. In addition, there is a feedback section on BB under Discussion Board that allows anonymous (or not) comments to encourage your feedback.

EMERGENCY PREPAREDNESS
As part of our commitment to maintaining a safe learning environment, I ask that you be familiar with the basic emergency response procedures for a variety of situations including severe weather, medical emergencies, and workplace and campus violence. Please review the Emergency Preparedness Guides (http://ehs.gmu.edu/guides_EP.html). You are strongly encouraged to register your mobile phone to receive emergency notifications from Mason Alert (alert.gmu.edu). In the event of a campus emergency, you would receive instructions on how to respond.

COMMUNICATIONS:
All communications from me to you will be directed via e-mail or BB announcements. I will address all of my e-mails and replies ONLY to your @gmu.edu e-mail address for concerns of privacy and confidentiality. If you use another e-mail account as your primary e-mail, please be sure to forward your gmu e-mail to that account. I will respond to all emails within 24 hours.
ELECTRONIC DEVICES:
Cell phones, pagers, and other communicative devices are not allowed in this class. Please keep them stowed away and out of sight. Laptops or tablets may be permitted for the purpose of taking notes only. Engaging in activities not related to the course (e.g., games, email, chat, etc.) will result in a significant deduction in your participation grade.
# Fall 2019 COURSE SCHEDULE (subject to change):

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DAY</th>
<th>DATE</th>
<th>TOPIC</th>
<th>READING (before class) (Additional reading may be assigned)</th>
<th>DUE (Assignments may be added)</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>T</td>
<td>8/24</td>
<td>Class Introduction, Syllabus Review, Government Contracting Overview</td>
<td>Text CH 1</td>
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<tr>
<td>2</td>
<td>T</td>
<td>8/31</td>
<td>Procurement &amp; Purchasing Fundamentals</td>
<td>Presentation Sign Up, BB Questionnaire</td>
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<tr>
<td>3</td>
<td>T</td>
<td>9/7</td>
<td>How the Government Purchases / FAR</td>
<td>SBA GovCon 101 (Part 2) Video, Text Ch 10 &amp; 11</td>
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<tr>
<td>4</td>
<td>T</td>
<td>9/14</td>
<td>Government Purchase Methods / FBO</td>
<td>Text CH: 13 &amp; 14</td>
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<tr>
<td>5</td>
<td>T</td>
<td>9/21</td>
<td>Government Spend Data Quiz 1</td>
<td>RSM &amp; GOVOLOGY Youtube Videos</td>
<td>Project Update 1 – Opportunity Selection</td>
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<tr>
<td>6</td>
<td>T</td>
<td>9/28</td>
<td>Proposal Structure, Contracting Terms</td>
<td>FAR Part 6 Video, Text CH 4 &amp; 17</td>
<td>FPDS Exercise</td>
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<td>7</td>
<td>T</td>
<td>10/5</td>
<td>Govt. Specific Considerations (DCAA, DFARS, FCL, etc.)</td>
<td>SBIR Finance Tutorial, CH 31</td>
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<td>8</td>
<td>T</td>
<td>10/12</td>
<td>Midterm</td>
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<td>9</td>
<td>T</td>
<td>10/19</td>
<td>Small Businesses in GovCon (Set-asides, ASMPP, Affiliation)</td>
<td>SBA GovCon 101 (Part 1) Video, Text CH 7 &amp; 8</td>
<td>Project Update 2 – Client Specifics</td>
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<td>Selling to the Government, Shipley Method</td>
<td>Shipley Method Handout, CH 21 &amp; 22</td>
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<td>11</td>
<td>T</td>
<td>11/2</td>
<td>Proposal Response Process</td>
<td>CH 23, 24 &amp; 25</td>
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<tr>
<td>12</td>
<td>T</td>
<td>11/9</td>
<td>MISC Topics (SCA, SCRM, HIPAA, FEDRamp, Ethics)</td>
<td>TBA</td>
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<tr>
<td>13</td>
<td>T</td>
<td>11/16</td>
<td>GovCon EcoSystem Overview</td>
<td>TBA</td>
<td>Project Update 3 – Capture Strategy</td>
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<td>Thanksgiving Week</td>
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<tr>
<td>14</td>
<td>T</td>
<td>11/30</td>
<td>Emerging GovCon Topics CM, 809 Panel, OTA Quiz 2</td>
<td>TBA</td>
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<td></td>
<td>T</td>
<td>12/11</td>
<td>Project Presentation Due</td>
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