



Contractor Acquisition

UNIVERSITY

EFCOG TWG

Michelle Burdine, Supply Chain Management Center

Lead Project Manager

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Department of Energy review required before public release.

Name/Org: Michelle Burdine/SCMC **Date:** 3/15/2022



Contractor Acquisition

U N I V E R S I T Y

Agenda:

- What is CAU?
- History and Creation of CAU
 - Why?
 - Charter
 - Benefits
- Curriculum Development
- CAU Website
 - Course Catalog
 - ILT Class Schedule
- Lessons Learned
- CAU Program Roadmap

CAU Program Overview



Objective - Create standardized, commercial/federal hybrid, DOE contractor specific acquisition training replete with an integrated Learning Management System (LMS) accessible by all DOE major site and facility contractors and federal acquisition employees.

- Eliminate the majority of site-developed, ad-hoc, inconsistent and infrequent training occurring at all sites today.
- Create efficiency and portability thru standardized training
- Develop acquisition training lines consisting of procurement, pricing, program management, small business and other acquisition/supply chain functions

History and Creation



Problem

- No standardized training across the enterprise
- High buyer turnover
- Length of time to train a new buyer is excessive
- Current training is topical and site-specific with little commonality between sites
- New buyer training does not teach a holistic view of the procurement system or the unique requirements of M&O contracts
- M&O specific training does not exist vs Federal or Commercial
- Training budget is low or non-existent at sites

Challenges/Risks

- Recruiting and Retaining quality Supply Chain Professionals
- NTC Ramp up and hiring for dedicated staff for the CAU Project
- Developing a well-structured career certification program replete with suitable classes structured for the long term
- Ensure integration with EFCOG Training Team
- Scheduling classroom offerings to meet the needs of multiple M&O prime contractors timely and effectively
- Training suitable “professors” to teach the modified courses

Need Creates Opportunity



- Create modified Federal entry-level training to meet M&O contractor needs
 - Classroom and On-Line
- Capitalize on the sites Procurement personnel performing same functions and requirements in order to standardize all site to standardized processes and procedures across the enterprise.
- Provide platform to host a training repository, delivery, and tracking
 - Classroom /On-line training
 - Self-paced Web Training
 - PDF/PPT presentations
 - Career certification
- Consolidate all available training from sites to share across enterprise
- Training developed is useful to DOE elements beyond NNSA and EM (Science sites, Naval Reactors, others)



Other Training vs CAU

	STD GOVERNMENT TRAINING PROGRAM	MODIFIED GOVNT TRAINING	COMMERCIAL TRAINING PROGRAM	EDUCATIONAL INSTITUTION PROGRAM	CURRENT SITE TRAINING PROGRAM
TRAINING TYPE EXAMPLE	DAU/FAI/AUTHORIZED THIRD PARTY PROVIDERS	DOE NATIONAL TRAINING CENTER	NCMA	AMERICAN GRADUATE UNIVERSITY	SITE SPECIFIC
CURRICULUM SUMMARY	Standard Curriculum - 4 to 6 basic classes	Same unless combinations occur	3 Certification Levels - CCCM, CFCM, CPCM. No testing until certification.	Six classes to certification - Federal Govnt Contracting, Pricing & Financial Mgmt, Govnt Contract Law, Negotiation, Contract Mangement, Business Development & Proposal Prep. Testing within each class.	Multiple topic-specific classes/no immersion training. No testing
DELIVERY METHOD	Online/Classroom - immersion type training - testing within each class	Online/Classroom - immersion type training	Self-Paced Learning	On-line - immerstion type training	Local Classroom
COST	DAU free but only on-line classes can be entered by contractors. Third party courses are approximately \$2K/student plus travel.	Cost to modify courses is unknown but management by NTC is free. NTC can modify or develop any course. DAU will provide content if requested. Can be combined with DAU on-line classes. Cost of the professor would be required.	Approx \$1500 per student but excludes cost/time of actual study/training.	Approx \$1000/class or \$6K for certification	Free??? Development costs unknown.
PRO'S	Easy access, proven, quality education.	Modifications can provide DOE-unique education, free NTC hosting, NTC electronic classrooms (which significantly reduce travel costs).	Easy, widely accepted	Very easy access, relatively inexpensive, quality education, partnerned with NCMA, can be started immediately upon hiring	Cheap, existing training. Could take the best of each topic and meld into a single group of offerings.
CON'S	Extraneous information pertaining to DoD, classroom offerings expensive,requires extensive advance planning for classroom venues. Basic classes are 2-4 weeks in length.	Modifications can be expensive. Requires extensive advance planning for classroom venues.	Quality of education depends on the individual, no face-to-face training unless NCMA sponsored training events	Some extraneous information taught. Classes are time consuming as with federal classes.	Modular/topical nature of training does not provide "big picture" view of procurement. Quality of education depends on the trainer and other factors.

CAU History



- 2009 survey of the NNSA prime contractor procurement directors regarding personnel needs
- 2018 SCMC SAC meetings revealed continued audit finding for training.
- 2019 Using limited funding the SCMC and NTC began developing a suite of entry level courses.
- 2020 CAU launched 4 courses
- 2021 DOE Senior Procurement Executive Memo, CAU Charter, 6 courses

SPE Memo and CAU Charter



Signed Charter:

CAU becomes an official program within the DOE NTC with classes available to ALL contractor and federal employees.

“The Department is committing significant resources to the NTC/CAU program with the expectation that all major site/facility contractors will utilize the classes to the maximum extent practicable for their staff and actively participate in the development and maintenance of the courses through their program Steering Group members.”

CAU Steering Group (CSG)



CSG Purpose:

The purpose of the Contractor Acquisition University (CAU) Steering Group (CSG) is to provide support to the Department of Energy (DOE) National Training Center (NTC) in providing Program Office strategic vision, guidance and annual priorities for the development and delivery of the CAU Curriculum.

CSG Program Leadership:

Sponsors: DOE SPE, NNSA SPE and the EA Director

Heads of Contracting Activity (HCA) or Designee will participate in the CSG

Non-voting members

- PERT Program Steering Council
- NTC CAU Program Manager
- DOE Prime Contractors
- SCMC CAU Manager

CAU Steering Group (CSG)



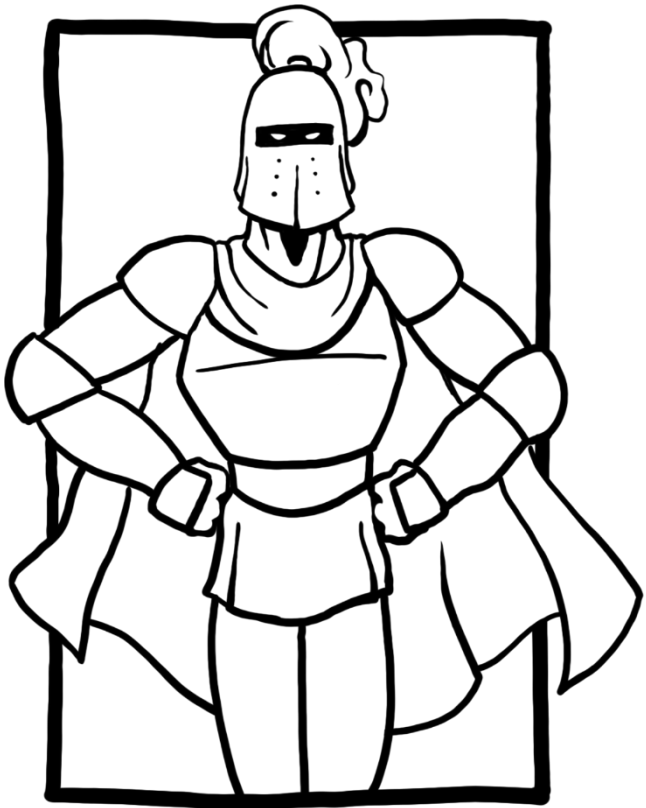
Operation of the CAU Steering Group

The Steering Group shall meet quarterly by conference call, or as needed at the discretion of the Chair, and operate in a collaborative fashion to execute Steering Group responsibilities and objectives.

The Steering Group supports the development of the annual NTC CAU Operational Plan that identifies, schedules and makes resources recommendations to develop and deliver the CAU curriculum.

A quorum of members must be present and shall consist of two-thirds of voting members. Each member has one vote and a simple majority shall pass a motion.

CAU Metrics



10 courses offered with 3.5/4 rating



9,100 training hours completed



2,093 people have enrolled



Staff from 35 sites/labs participating

Enterprise Dashboard Jan 2022

Organization	EM	NNSA	Other	SC	Total
Total Enrolled Persons	145	380	123	105	753
# of Courses in Progress	103	166	143	66	478
# of Courses Completed	359	887	117	252	1,615
Hours Completed	2,709	5,009	555	800	9,073

Course Number	Course Title	Course Length (hrs)	Total Enrolled Persons	# In Progress	# Completed (by Course)	Total Hours Completed
Total			2,093	478	1,615	9,073
CAU-101DE	DOE Orientation for CAU	1	603	107	496	496
CAU-110DE	Contracting Guiding Principles	5.5	602	121	481	2,646
CAU-120DE	Contracting Lifecycle Overview	4	463	84	379	1,516
CAU-130	Contracting Acquisition Fundamentals	40	135	43	92	3,680
CAU-150	Contracting Cost and Price Analysis	24	31	18	13	312
CAU-160DE	Legal Aspects of Contracting 1	2	88	37	51	102
CAU-161DE	Legal Aspects of Contracting 2	4	25	18	7	28
CAU-180	Construction Contracting	28	23	16	7	196
CAU-200DE	Small Business Introduction	1	111	26	85	85
CAU-210DE	Small Business Essentials	3	12	8	4	12



[Play Video](#)

Benefits of CAU

- Provide standardized, consistent, repeatable, easily accessible acquisition training for all DOE Contractors
 - Comprehensive entry-level training
 - Lower risk to employee retention loss
- Facilitates and expedites the procurement process
 - Lower the length of time to train procurement personnel
 - Allows trained new employees the ability to perform quicker and more effective
 - Recruit and retain high quality procurement professionals
- Enables buyers to work at different sites with minimal learning curve
 - Eliminate the need for a site to develop procurement training programs
- Utilize high quality, experienced Subject Matter Experts and instructors

CAU Curriculum Development

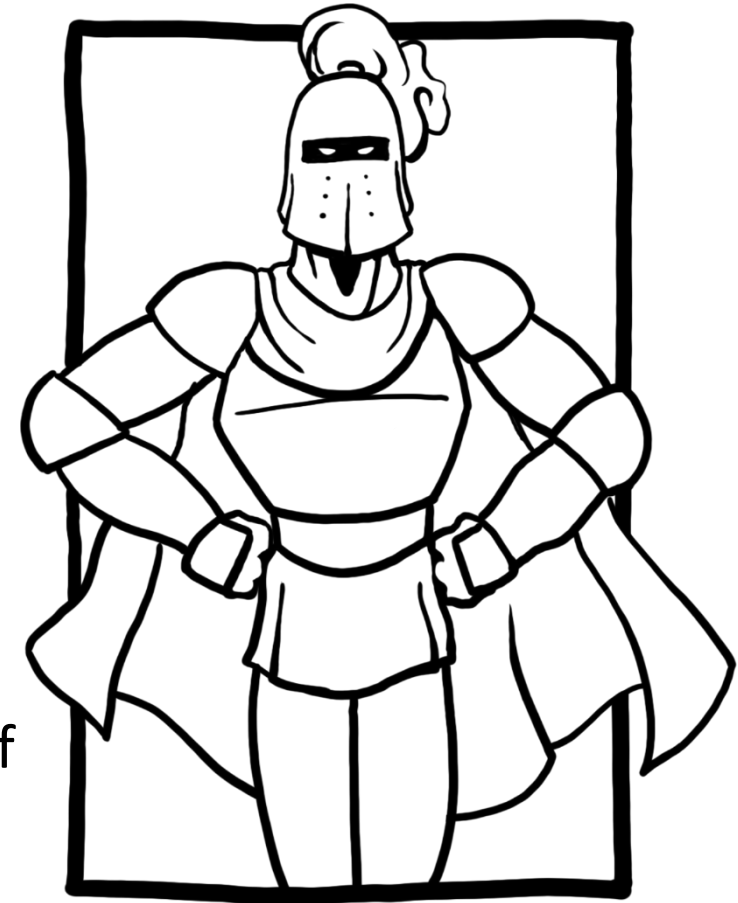


How can sites contribute to CAU?

- Course Topic Suggestions
- Rapid Development Team (RDT)
- Subject Matter Experts (SME)
- Course Content
- Course review eLearning
- Course Pilot Instructor Led Training(ILT)
- Get Certified as an Instructor/Teach a Course

CAU – What is in it for my site?

- CAU will provide core curriculum that can be used at any DOE site. This is very similar to the courses that EFCOG is asking the sites to create and share. CAU provides standardized DOE contractor acquisition training.
- Who can take CAU Courses?
 - Any DOE Contractor
 - Most beneficial to Procurement and Small Business
 - Would also be beneficial to the stakeholders or customers of contractor procurement departments
 - Any DOE Contractor's sub-contractor



Where to find information?

CAU Website

- CAU Course Catalog
- CAU ILT Class Schedule
- TPOC ILT class approvals





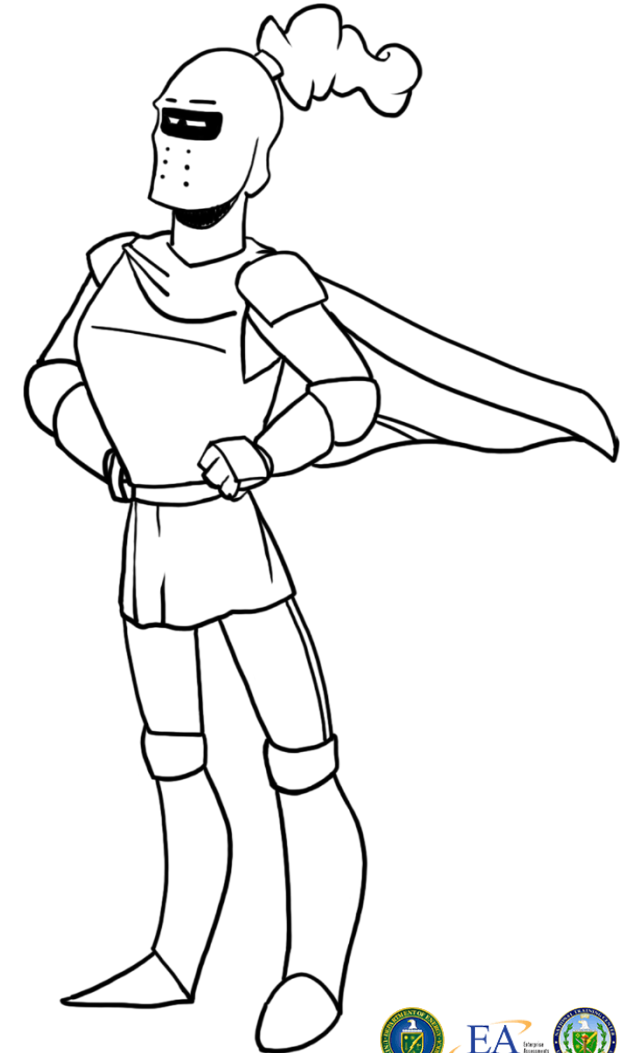
Contact List

CAU program General Info	Candace Zappia Michelle Burdine	CmZappia@ntc.doe.gov MBurdine@kcnsd.doe.gov
Available CAU training	Robert Burrier	RBurrier@ntc.doe.gov
Assistance with Learning Nucleus or eLearning courses	Anita Evans	AEvans@ntc.doe.gov
Enrolling In-Person or Virtual Learning CAU Courses	Registration	Registration@ntc.doe.gov
Assistance with Student Evaluations	Registration	Registration@ntc.doe.gov
Questions about Course Certificates	Registration SOS Helpdesk	Registration@ntc.doe.gov SOS@ntc.doe.gov
New Course Topics or How to Participate as Instructor or SME	Candace Zappia Robert Burrier	CmZappia@ntc.doe.gov RBurrier@ntc.doe.gov
DOE Contractor Site - How to Start the CAU program?	Candace Zappia Michelle Burdine	CmZappia@ntc.doe.gov MBurdine@kcnsd.doe.gov

SOS Learning
Nucleus Helpdesk
505-845-4767 or
SOS@ntc.doe.gov

Lessons Learned

- Do not be the first program to launch on a New LMS
- Present, Market, Repeat...
 - Call to Action
- Stay in Your Lane
- Trust the Process
- Subject Matter Expertise
- Ask, ask again, then ask again...



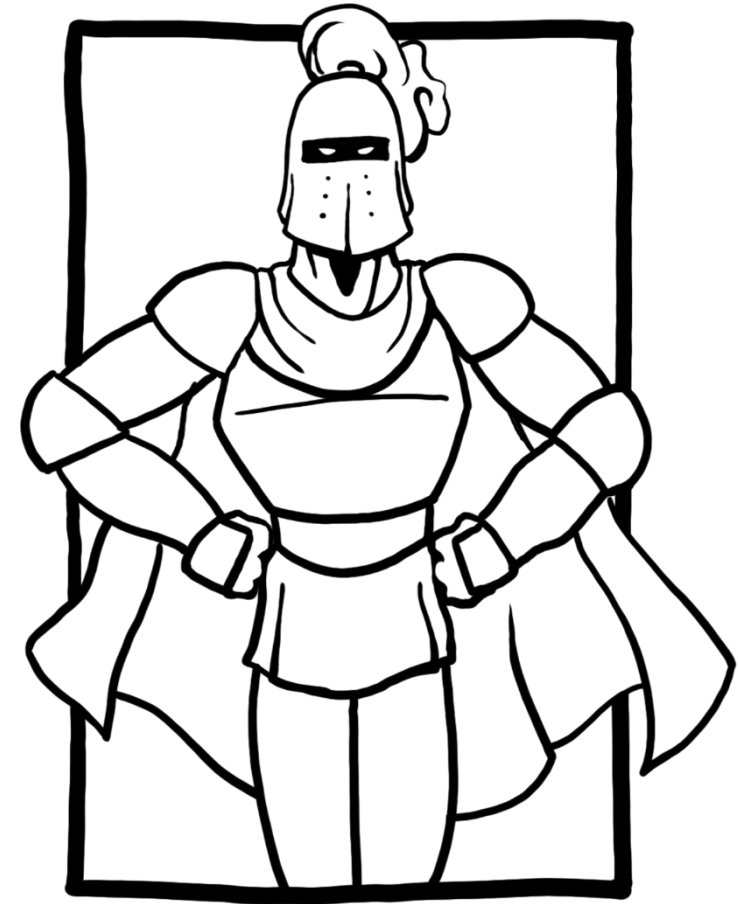
CAU Courses + Pre-requisites

Course	Prerequisite(s)
CAU-101DE, DOE Orientation for CAU	None
CAU-110DE, Contracting Guiding Principles	None
CAU-120DE, Contracting Lifecycle Overview	CAU-110DE
CAU-130, Contracting Acquisition Fundamentals	CAU-110DE, CAU-120DE
CAU-150, Contracting Cost and Price Analysis	CAU-110DE, CAU-120DE
CAU-160DE, Legal Aspects of Contracting	CAU-110DE, CAU-120DE
CAU-161DE, Legal Aspects of Contracting Part 2	CAU-110DE, CAU-120DE, CAU-160DE
CAU-180, Construction Contracting	CAU-110DE, CAU-120DE, CAU-130 (or equivalency/test out) ★
CAU-200DE, Small Business Introduction	None
CAU-210DE, Small Business Essentials	CAU-200DE



CAU Course Topics in Development

- CAU-220, Source Selection/Basis of Award
- CAU-190DE, Contract Types Fundamentals
- CAU-195, Contract Types
- CAU-185, Services Acquisition Course(w/A&E)
- CAU-125DE. Market Research
- CAU-XXX, Contract Negotiations
- SCM-101 SCMC Fundamentals
- SCM-102 How to use SCMC agreement



CAU Plan – 5 Year Strategic Approach



- ✓ 2021: Define clear options to a CAU path to certification
- 2022: In partnership with NTC, define and present model and proposal of 3rd Party Training Delivery of CAU and professional skill courses
- 2022-2023: Add SCMC Learning Track to CAU
- 2024: Provide continued input to the CSG with the intent to gain congressional long term permanent funding for CAU.
- 2025-2026: Project Management via KCNSC PM Academy – Incorporate into CAU

HERE YE, HERE YE

CALL TO ACTION

Seeking Site Contract Information for the following:

- Procurement or Acquisition Training
- Softskills Training
- Negotiation Training
- Program/Project Management

CALL TO ACTION

*Email to:
Michelle Burdine*

ASSISTANCE NEEDED

Questions?



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CAU NTC Manager-Candace Zappia

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CAU Course Manager-Robert Burrier

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