

N7 Engineering Academy – Intermediate Part I

Course Content

This course provides an in-depth introduction to MSC's maintenance availability planning, maintenance availability management, and contracting policies and practices. This course consists of the following modules:

- MSC Availability Planning
- MSC Availability Management
- Contracting Fundamentals
- Key Contracting Roles and Responsibilities
- Types of Government Contracts
- Government Contracting Regulations
- Government Contracting Competition Requirements
- Government Acquisition Procedures
- Publicizing Government Contracting Actions
- Contract Solicitation Planning
- Contract Solicitation Process
- Contracting Source Selection Process
- MSC N10 Procurement Request Package Requirements

Target Audience

The target audience for this course is new-hire Principal Port Engineers and Assistant Port Engineers. This course is also appropriate for other new-hire N7 personnel, as well as more experienced N7 personnel who have not taken this course within the last 5 years and require refresher training.

Pre-Requisites

Completion of:

- Port Engineer Academy – Basic Part I course
- Port Engineer Academy – Basic Part II course

Administration

The class size is limited to 25 students, and enrollment is on a first come, first served basis. You can self-register for this course online at <http://mscn7training.com>. Successful completion of this course requires 100% attendance.

Schedule

This course is conducted over a period of three consecutive days. Classes begin at 8:00 AM and end at 5:00 PM each day. The schedule for the course modules is as follows:

Day One	0800-1200	MSC Availability Planning
	1300-1700	MSC Availability Management
Day Two	0800-0900	Contracting Fundamentals
	0900-1100	Key Contracting Roles and Responsibilities
	1100-1200	Types of Government Contracts
	1300-1500	Government Contracting Regulations
	1500-1600	Government Contracting Competition Requirements
	1600-1700	Government Acquisition Procedures
	Day Three	0800-0900
0900-1000		Contract Solicitation Planning
1000-1200		Contract Solicitation Process
1300-1500		Contracting Source Selection Process
1500-1700		MSC N10 Procurement Request Package Requirements

Module Descriptions:

MSC Availability Planning - The topics covered in this module include: types of MSC maintenance availabilities (ROH, MTA, VRR period, and conversion), notional MSC 5-year maintenance availability cycle, MSC’s maintenance availability planning activities (availability planning management, work package development, ship’s crew planning, and PENG preparations).

MSC Availability Management - The topics covered in this module include: roles and responsibilities of key personnel (PPE, APE, ACO, N4 ILS representative, Master, Chief Engineer, and Technical Points of Contact); pre-availability activities (post-award conference, facility familiarization, reviewing contractor’s production schedule, GFM inventory, preliminary meetings with contractor, contacting local American Bureau of Shipping (ABS) and U.S. Coast Guard (USCG) Marine Inspection offices, and pre-availability major equipment/systems inspections); maintenance availability activities (monitoring contractor activities, overseeing OMT activities, and maintaining contract execution documentation); and post-availability activities (Availability Completion Report, Post-Overhaul Analysis Report, Contractor Performance Assessment Report , Government Property Report, and warranty).

Contracting Fundamentals: The topics covered in this module include: what is a contract, federal contracting objectives, and key differences between the regulations that govern commercial and federal government contracting.

Key Contracting Roles and Responsibilities: The topics covered in this module include: Requiring Officials, Contracting Officials, Contracting Officer's Representative, Technical Point of Contact, and Office of Counsel (NOOL).

Types of Government Contracts: The topics covered in this module include: firm fixed price contracts; indefinite-delivery, indefinite-quantity contracts; and cost-reimbursement contracts.

Government Contracting Regulations: The topics covered in this module include: Federal Acquisition Regulations, Defense Federal Acquisition Regulations Supplement, Navy and Marine Corps Acquisition Regulations, and Master Agreement for Repair and Alteration of Vessels (MSRA).

Government Contracting Competition Requirements: The topics covered in this module include: full and open competition, full and open competition after exclusion of sources, and other than full and open competition.

Government Acquisition Procedures: The topics covered in this module include: FAR Part 8, Required Sources of Supplies and Services; FAR Part 12, Acquisition of Commercial Items; FAR Part 13, Simplified Acquisition Procedures; and FAR Part 15, Contracting by Negotiation.

Publicizing Government Contracting Actions: The topics covered in this module include: what constitutes a contract action, lead time requirements for publicizing contract actions, acceptable methods for publicizing contract actions, and required amount of time between issuance of solicitation and quotation/proposal submission deadline.

Contract Solicitation Planning: The topics covered in this module include: acquisition strategy development, FEDBIZOPPS synopsis, RFP development, source selection plan development, and funding availability certification.

Contract Solicitation Process: The topics covered in this module include: RFP release, prospective bidder's shipcheck, responding to requests for clarification, RFP amendments, and RFP closing.

Contracting Source Selection Process: The topics covered in this module include: preliminary proposal evaluation, discussions with offerors, final proposal evaluation, and contract award.

MSC N10 Procurement Request Package Requirements: The topics covered in this module include: procurement request package documentation, and additional documentation requirements applicable to services procurements.