

**ATTACHMENT 1, BPI APPENDIX 2-A
CO CERTIFICATION and WARRANT AUTHORITY MATRIX**

BPA CERTIFICATION LEVEL (from Supply Chain)	WARRANT AUTHORITY ELIGIBILITY (from HCA)	SERIES & GRADE LEVEL (generally)	REQUIRED COURSES - HOURS Desired/Elective - Hours	EDUCATION MINIMUM HOURS/ DAYS	EXPERIENCE MINIMUM MONTHS/ YEARS	CONTINUOUS LEARNING
NOMINAL	COMMERCIAL \$10,000	Non GS1105 & 1102; all grades	Fundamentals of Purchasing— 16 BPA BPI Introduction – 16	32 hours 4 days	6 MONTHS	REQUIRED 24 hours every year
I ENTRY	\$50,000 \$100,000 \$250,000	1105: GS 5-8	Fundamentals of Purchasing – 16 BPA BPI Introduction – 16 Introduction to Federal Contracting – 40 Contract Formation (entry) – 40 Strategic Sourcing – 4 Negotiations – 16	132 hours 16.5 days	1 YEAR	ENCOURAGED 80 hours every 2 years
		1102: GS 5-9				
II INTERMEDIATE	\$500,000 \$1,000,000	1105: GS 8-10	Contract Administration – 40 Government Contract Law – 40 Contract Types – 24 Cost/Price Analysis – 40 Desired/Elective courses, such as: Contract Negotiation Techniques – 40 Intermediate Contracting – 80 Grants & Cooperative Agreements – 40 COTR Training – 24 Construction Contracting – 40 IT Contracting – 24 Services Contracting – 40 Construction Claims – 24 Architect and Engineering – 40 Financial Assistance – 40	160 hours 20 days	3 YEARS	ENCOURAGED 80 hours every 2 years
		1102: GS 9-12				
III ADVANCED	\$5,000,000 \$UNLIMITED	1105: N/A	Contract Administration (advanced) – 40 Advanced Contract Law – 40 Intermediate Contract Pricing – 80 Desired/Elective: Contract Terminations – 24 Contract Claims – 40 Incentive Contracts – 24 Admin. of Cost Reimbursement Contracts – 40 Project Management – 40	160 Hours 20 days	5 YEARS	ENCOURAGED 80 hours every 2 years
		1102: GS 12 and above				

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Descriptions of required courses. The descriptions below list the key topics that should be covered during the training.

Purchasing Fundamentals – Basics of commercial purchasing: legal agency and contracts; specifications and quality issues; supplier selection and managing supplier relationships; fundamentals of inventory and logistics management; economic order quantities; transportation and third party logistics; performance measurement.

BPA BPI Introduction – Define the legal authorities and origin of the Bonneville Purchasing Instructions; policy manual organization and content; key concepts; application of commercial purchase practices.

Strategic Sourcing – Training that focuses on market analysis and trends, spend analysis, total cost of ownership, contract consolidation, supplier development; continuous process improvement.

Introduction to Federal Contracting – Entry-level course: satisfy customer relevant to quality, timeliness, and cost considerations; competent contractors; business integrity; organizational roles and responsibilities of governmental bodies; basic statutes and regulations; acquisition roles and responsibilities; acquisition planning; contract formation; and administration.

Contract Formation (basic or entry level) – Pre-award activities: preparing a solicitation; processing proposals and technical evaluations; essentials of cost/price evaluations; discussions and negotiations with offeror(s); contractor responsibility; award documentation preparation; protests; contract administration planning.

Contract Administration (basic or entry level) – Essential post-award activities: roles and responsibilities of CO, COR, and COTR; post award orientation; subcontracting issues; performance monitoring and quality assurance; performance schedule and delays; exercising options; formal remedies; disputes and claims; financial issues of invoice receipt and processing, financing terms, and assignments and securities.

Government Contract Law – Legal matters in federal contracting: elements of binding contract; law of agency; basic statutes, regulations; case and administrative law relevant to federal acquisitions; sources of commercial terms and conditions; recognize and mitigate for situations that pose legal liability.

Contract Types – Methods of pricing and ordering: fixed price, cost reimbursement, and incentive contracts; indefinite delivery, time and materials, and labor hour contracts; letter contracts; option contracts; ordering agreements.

Cost/Price Analysis – Elements of Best Buy: market research for price analysis; price competition and comparisons; obtaining offeror information for analysis; elements of cost analysis including direct and indirect costs; cost realism; cost principles of allowability, allocability, and reasonableness; profit or fee analysts; preparing negotiation positions.

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Negotiations – Techniques for business negotiations: concepts, approaches, strategies; determine objectives, recognize desirable outcomes; assess opposing interests

Contract Administration (advanced) – Advanced post-award activities: modifications and unpriced actions; performance issues and remedial actions; payments and financing; subcontract management; property administration; socio-economic and related terms and conditions; terminations; claims, disputes; closeout.

Advanced Contract Law – Advanced legal issues in federal contracting: protests; personal and intellectual property, labor, social, economic, and environmental concerns; fraud; inspection, delivery, acceptance, and warranties; disputes and terminations

Intermediate/Advanced Contract Pricing – Advanced contract cost and pricing issues: reviewing contractor pricing and accounting practices; evaluating indirect costs; price indexes and economic price adjustments; pricing termination settlements; recognizing and adjusting for defective pricing; equitable adjustments and settlements; profit and fee analysis; contract financing methods; progress payments.