



# Procurement and Contract Management of Information Technology ITM-5300

S2 2021 Section BO 3 Credits 03/15/2021 to 05/14/2021 Modified 03/11/2021

## Meeting Times

Class will meet from 5:00pm to 9:00pm CST/ 6:00 - 10:00 EST via the Zoom system.

## Contact Information

Professor: Dr. William R Powell

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## Description

This course covers the basic concepts and practices in procurement and contract management, not from a strict legal approach, but rather in a manner that equips a student with the skills and knowledge necessary to negotiate and manage the procurement of information and communications technology, armed with an understanding of the critical issues.

### Requisites

ITM 5000

## Outcomes

After completing this course, students will:

- *know and explain the important technical and management* terminology, concepts, principles, techniques, practices and theories related to the procurement of information and communications technology.
- be able to *effectively apply important technical and management* concepts, principles, practices, techniques, practices and theories to the process of procuring information and communications technology.
- *know and explain the important technical and management* terminology, concepts, principles, techniques, practices and theories related to the negotiation and administration of contracts for large-scale information and communications technology purchases.
- be able to *effectively apply important technical and management* concepts, principles, practices, techniques, practices and theories to the contract management process.
- *know and explain* the critical legal issues involved in contract management.

## Required Textbook

### World Class Contracting

Author: Garrett

Publisher: CCH

Edition: 6th

ISBN: 978-0808042402

## Materials

Required Text: "World Class Contracting", 6<sup>th</sup> Edition; by Garrett, G.A., (2015), CCH Incorporated, Riverwoods, Illinois

Optional Recommended Texts:

"Performance-Based Acquisition: Pathways to Excellence"; by Garrett, G.A.(2005), National Contract Management Association, Virginia

"Contracts in a Nutshell", 7<sup>th</sup> Edition (Nutshell Series); by Rohwer, C.D. & Skroki, A.M., (2010), Thomson Reuters, St. Paul, Minnesota

SUPPLEMENTAL MATERIAL;

Student handouts will be provided for each class session that encompasses the specific learning outcomes for the course. Selected documents and/or articles that are relevant to lecture, discussion, or research activities may be provided or assigned throughout the term. A selected booklist may also be provided for optional outside reference.

## Deliverables

Create a Request for Proposal consisting of an RFP Cover Letter, a Statement of Objectives or a Statement of Work or a Performance Work Statement, and specific Terms & Conditions for a Contract. Late assignments will be accepted if prior arrangements have been made with the instructor but will be given reduced points based upon the number of class sessions it is late.

Deliver an in-class presentation on your RFP project that addresses an overview of the RFP, the type of contract chosen and why, and lastly the lessons you learned from doing the project.

## Evaluation

TWO TESTS (Mid-Term & Final Examinations) Total 200 points (100 pts each)

MAJOR PROJECT (Written Paper) Total 200 points

MAJOR PROJECT (Presentation) Total 50 points

CLASSROOM PARTICIPATION Total 50 points

TOTAL POSSIBLE POINTS 500

GRADING SCALE:

A = 465-500 points

A- = 450-464 points

B+ = 435-449 points

B = 415-434 points

B- = 400-414 points

C = 350-399 points

F = 0-349 points

## Schedule

When	Topic	Notes
Lecture/Discussion Week #1 03/18/2021 6:00 PM - 10:00 PM via Zoom Classroom	Introduction to IT Procurement and Contract Management	Agenda: Course Introduction and Overview Garrett Textbook, Chapter 1 Chapter 2 Chapter 3
Lecture/Discussion Week #2 03/25/2021 6:00 PM - 10:00 PM via Zoom Classroom	Contract Concepts/Principles	Agenda: Garrett Textbook, Chapter 4 Chapter 5 Chapter 6

When	Topic	Notes
<b>Lecture/Discussion</b> Week #3 04/01/2021 6:00 PM - 10:00 PM via Zoom Classroom	Pre-award Activities and Pricing Considerations	Agenda: Garrett Textbook, Chapter 7 Chapter 8
<b>Lecture/Discussion</b> Week #4 04/08/2021 6:00 PM - 10:00 PM via Zoom Classroom	Developing Request for Proposals and Analyzing Responses	Agenda: Discuss contents of a typical RFP and how those response are evaluated by contracting officials.
<b>Mid-Term Examination</b> Between Weeks 4 & 5 Via WorldClassroom On Line Quiz Tool	Mid-Term Examination	Mid-Term Examination will be an On-Line Test that will be administered between weeks 4 and 5. The class will reach an agreement on when the test will be available for students during the Week 4 class session, if not sooner. The test will cover Chapters 1 through 8 of the textbook in addition to the content of in class discussions.
<b>Lecture/Discussion</b> Week #5 04/15/2021 6:00 PM - 10:00 PM via Zoom Classroom	Contract Award and Post Award Activities	Agenda: Garrett Textbook, Chapter 9 Chapter 10
<b>Lecture/Discussion</b> Week #6 04/22/2021 6:00 PM - 10:00 PM via Zoom Classroom	Contract Management and Creating Value & Getting Results	Agenda: Garrett Textbook, Chapter 11 Chapter 12
<b>Lecture/Discussion</b> Week #7 04/29/2021 6:00 PM - 10:00 PM via Zoom Classroom	Contract Risk, Tools and Teaming Arrangements	Agenda: Garrett Textbook, Chapter 14 Chapter 16
<b>Lecture/Discussion</b> Week #8 05/06/2021 6:00 PM - 10:00 PM via Zoom Classroom	Oral Presentations of Individual Projects and Wrap-Up	Agenda: Students will provide their individual project presentations. The instructor will then provide a wrap-up of the course and do a final review to prepare students for their final examinations.
<b>Final Examination</b> Week #9 05/13/2021 6:00 PM - 10:00 PM Via WorldClassroom On Line Quiz Tool	Final Examination	Students will take their final examinations via the WorldClassroom On-line Quiz Tool. This examination will be comprehensive in nature but will contract mostly on the textbook Chapters 9 through 16.

## \* Course Policies

1. Attendance at all class sessions is expected.
2. Please be on time for all class sessions. Silence cell phones and pagers.
3. If you must be absent due to work obligations, submit TDY orders or an explanatory written statement from supervisor. If absence is due to personal reasons, consult with the instructor.
4. Complete all assigned readings prior to the relative class session.
5. If unable to take the assigned test when required, the student has the obligation to contact the instructor to determine a time to make up the test.

6. Late assignments will be accepted if prior arrangements have been made with the instructor but will be given reduced points based upon the number of class sessions it is late.

## Institutional Policies

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### Academic Policies

Academic policies provide students with important rights and responsibilities. Students are expected to familiarize themselves with all academic policies that apply to them. Academic policies for undergraduate students can be found in the Undergraduate Studies Catalog; graduate students should review the Graduate Studies Catalog.

#### Undergraduate Studies Catalog

The Undergraduate Studies Catalog contains academic policies that apply to all undergraduate students. The *academic policies and information* section of the catalog contains important information related to **attendance, conduct, academic honesty, grades, and more**. If you are an undergraduate student, please review the catalog each academic year. The current Undergraduate Studies Catalog is at:

<http://www.webster.edu/catalog/current/undergraduate-catalog/> (<http://www.webster.edu/catalog/current/undergraduate-catalog/>).

#### Graduate Studies Catalog

The Graduate Studies Catalog contains academic policies that apply to all graduate students. The *academic policies* section of the catalog contains important information related to **conduct, academic honesty, grades, and more**. If you are a graduate student, please review the catalog each academic year. The current Graduate Studies Catalog is at:

<http://www.webster.edu/catalog/current/graduate-catalog/> (<http://www.webster.edu/catalog/current/graduate-catalog/>).

### Grading

The Grades section of the academic catalog outlines the various grading systems courses may use, including the information about the final grade reported for this class.

#### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading>).

#### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades>  
(<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades>).

#### Incomplete

There are important policies that govern grades of Incomplete (I), including the circumstances under which Incomplete grades are granted, deadlines for completion, and consequences should the remaining course work not be completed. It is the responsibility of a student who requests an Incomplete to ensure that he/she understands and follows the policies.

#### Grade Appeals

Instructors are responsible for assigning grades, and student should discuss grade issues with the instructor. Policies and procedures for appealing grades are available in the appropriate catalog.

### Academic Honesty Policy

Webster University is committed to academic excellence. As part of our Statement of Ethics, we strive to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism and all other forms of academic dishonesty. Academic dishonesty is unacceptable and is subject to a disciplinary response. Students are encouraged to talk to instructors about any questions they may have regarding how to properly credit others' work, including paraphrasing, quoting, and citation formatting. The university reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their academic work.

The University's Academic Honesty Policy is published in academic catalogs:

#### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html>).

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html>  
(<http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html>).

As a part of the University commitment to academic excellence, the Academic Resource Center provides student resources to become better acquainted with academic honesty and the tools to prevent plagiarism in its many forms:

[http://www.webster.edu/arc/plagiarism\\_prevention/](http://www.webster.edu/arc/plagiarism_prevention/) ([http://www.webster.edu/arc/plagiarism\\_prevention/](http://www.webster.edu/arc/plagiarism_prevention/)).

## Statement of Ethics

Webster University strives to be a center of academic excellence. The University makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely
- The protection of intellectual freedom and the rights of professors to teach
- The advancement of knowledge through scholarly pursuits and relevant dialogue

To review Webster University's statement of ethics, see the Undergraduate Studies Catalog and the Graduate and Studies Catalog:

### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics>).

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/ethics.html> (<http://www.webster.edu/catalog/current/graduate-catalog/ethics.html>).

## Contact Hours for this Course

It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, the content must be covered at another time.

## Important Academic Resources

### Academic Accommodations

Webster University makes every effort to accommodate individuals with academic/learning, health, physical and psychological disabilities. To obtain accommodations, students must identify themselves and provide documentation from a qualified professional or agency to the appropriate campus designee or the Academic ADA Coordinator at the main campus. The Academic ADA Coordinator may be reached at 314-246-7700 or [disability@webster.edu](mailto:disability@webster.edu) (<mailto:disability@webster.edu>).

If you have already identified as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor of the accommodations you will require for this class at the beginning of the course.

### Academic Resource Center

Additional support and resources may be accessed through the Academic Resource Center (ARC). Support and resources include academic counseling, accommodations, assistive technology, peer tutoring, plagiarism prevention, testing center services, and writing coaching. Visit [www.webster.edu/arc](http://www.webster.edu/arc) (<http://www.webster.edu/arc>) or Loretto Hall 40 on the main campus for more information.

### Student Success Portal

Webster University's Student Success Portal, powered by Starfish, is a communications tool to connect students with faculty members and campus support services. It allows faculty and staff members to communicate with you regarding academic achievements as well as areas where support may be helpful. You may use the portal to contact faculty and staff members for assistance and to arrange meetings. Activity in the portal will be communicated to your Webster University email account. The Student Success Portal is available via your course home page in WorldClassRoom or via Connections. Learn more about the Student Success Portal at <http://www.webster.edu/success/students.html> (<http://www.webster.edu/success/students.html>).

### University Library

Webster University Library is dedicated to supporting the research needs and intellectual pursuits of students throughout the University's worldwide network. Resources include print and electronic books, journal articles, online databases, DVDs and streaming video, CDs and streaming music, datasets, and other specialized information. Services include providing materials at no cost and research help for basic questions to in-depth exploration of resources. The gateway to all of these resources and services is <http://library.webster.edu> (<http://library.webster.edu>). For support navigating the library's resources, see <http://libanswers.webster.edu/> (<http://libanswers.webster.edu/>) for the many ways to contact library staff.



## Drops and Withdrawals

Drop and withdrawal policies dictate processes for students who wish to unenroll from a course. Students must take proactive steps to unenroll; informing the instructor is not sufficient, nor is failing to attend. In the early days of the term or semester, students may DROP a course with no notation on their student record. After the DROP deadline, students may WITHDRAW from a course; in the case of a WITHDRAW, a grade of W appears on the student record. After the WITHDRAW deadline, students may not unenroll from a course. Policies and a calendar of deadlines for DROP and WITHDRAW are at:

### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/enrollment.html>).

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html> (<http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html>).

Academic Calendar - <http://www.webster.edu/academics/academic-calendar/> (<http://www.webster.edu/academics/academic-calendar/>).

Current tuition rates, policies, and procedures, including details of pro-rated tuition refunds, are available in the "Tuition, Fees, and Refunds" section of Webster's Academic Catalogs:

### *Undergraduate*

<http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html>  
(<http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html>).

### *Graduate*

<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html> (<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html>).

## Student Handbook and Other Important Policies

Student handbook and other non-academic policies may apply to you and may impact your experience in this class. Such policies include the student code of conduct, privacy, technology and communications, and more. Please review the handbook each year and be aware of policies that apply to you. The handbook is available at:

<http://www.webster.edu/student-handbook/> (<http://www.webster.edu/student-handbook/>).

### Sexual Assault, Harassment, and Other Sexual Offenses

Webster University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, and is committed to providing support to those affected when this behavior does occur. To access information and resources or to review the Policy on Sexual Assault, Harassment, and Other Sexual Offenses, visit:

<http://www.webster.edu/sexual-misconduct/> (<http://www.webster.edu/sexual-misconduct/>).

## Research on Human Subjects

The Webster University Institutional Review Committee (IRB) is responsible for the review of all research on human subjects. The IRB process applies to all Webster University faculty, staff, and students and must be completed prior to any contact with human subjects. For more information on the IRB, visit:

<http://www.webster.edu/irb/index.html> (<http://www.webster.edu/irb/index.html>).

## Course Evaluations

At the end of this course, you will have the opportunity to provide feedback about your experience. Your input is extremely valuable to the university, your instructor, and the department that offers this course. Please provide your honest and thoughtful evaluation, as it helps the university to provide the best experience possible for all of its students.

## Important Technology Information

### Connections Accounts

Webster University provides all students, faculty, and staff with a University email account through Connections. Students are expected to activate their Connections account and regularly check incoming University email. Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the Help Desk (314-246-5995 or toll free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology website at:

<http://www.webster.edu/technology/service-desk/> (<http://www.webster.edu/technology/service-desk/>).

### WorldClassRoom

WorldClassRoom is Webster's Learning Content Management System (LMS). Your instructor may use WorldClassRoom to deliver important information, to hold class activities, to communicate grades and feedback, and more. WorldClassRoom is available using your Connections ID at:

<https://worldclassroom.webster.edu/> (<https://worldclassroom.webster.edu/>).

### Webster Alerts

Webster Alerts is the University's preferred emergency mass notification service, available free to current students, faculty and staff at all US campuses. By registering a valid cell phone number and email address, you will receive urgent campus text, voice mail and email communications. Valuable information concerning a range of incidents affecting you - from weather-related campus closures, class delays and cancellations, to more serious or life-threatening events - are immediately and simultaneously delivered through multiple communication channels. To register for Webster Alerts, visit:

<http://www.webster.edu/technology/services/webster-alerts/> (<http://www.webster.edu/technology/services/webster-alerts/>).

## Campus Information

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Due to the Education Centers not re-opening in the DC region as of yet due to the pandemic ***please*** meet via Zoom for the Spring 2 term.

**Instructors will post the meetings in WorldClassroom/Canvas for students to log in each week (added security measure). On the left side with all the hyperlinks there will be one for Zoom.**

**We recommend Chrome for the browser** and please mute yourself when not speaking, also only you are able to unmute yourselves in Zoom. If there are many participants it also might be wise to disengage video too (or if bad weather) if low band width messages continually appear.

**Webster University - Joint Base Anacostia-Bolling:**

Phone (202) 561-4382

[bolling@webster.edu](mailto:bolling@webster.edu)