

PD-ABA-129

ISA 63905

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

CONTRACT NO. OTR-00000-C-00-7207-00

FAAR II AND CNPP II COURSES

FINAL REPORT FISCAL YEAR 1989

TO THE CONTRACTING OFFICER

Submitted by

MANAGEMENT CONCEPTS INCORPORATED

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Management Concepts Incorporated (MCI) has now provided the United States Agency for International Development with student instruction for a third year of the course materials entitled Federal and AID Acquisition Regulations (FAAR) and Contracting for Non-Procurement Personnel (CNPP). The progress of those courses has been described in reports to AID project personnel; those reports are incorporated in this final report, of which they form an integral part.

Recommendations concerning aspects of these courses have been discussed in detail by the Project Manager and the MCI instructor. MCI believes that both FAAR and CNPP are excellent instructional tools, the worth of which has been tested and proved in many instructional settings. Additional presentations of each course, based on the materials already developed plus updates for any actual changes in regulations, may be scheduled for any AID facility in the world.

If there are any questions concerning these materials, the MCI person to contact is Thomas F. Dungan, President, (703) 790-9595.

M E M O R A N D U M

TO: Jean Stevens, Liz Cordaro

FROM: Pat Bleicher, Management Concepts Incorporated

DATE: August 28, 1989

RE: FAAR Course for July 10-28, 1989

Management Concepts presented the summer FAAR course under trying conditions: the regular instructor became seriously ill in the first week. I made three trips to the hospital, and the last time they kept me for over a week! An experienced FAR instructor took over the class until one of our international-acquisition experts could fly home for the final two weeks of class.

Even though the course was not designed for teaching with three different instructors, students adapted well and considered the result a success. It was pleasant to have students tell me they missed my AID-specific cases (war stories), but principal instructor Joe Roselli brought a world of experience to the class, and a full 100% of participants rated the course very good or excellent, as they did for the Joe's knowledge of material and presentation skills.

Several students found pages or sections of course materials misprinted, and the appropriate pages were provided. Despite this, 90% of participants rated course materials very good or excellent for organization and clarity, and a full 95% approval rating for usefulness.

A number of students questioned the lack of subject matter index for Contract Information Bulletins, which are currently arranged as issued--chronologically, by date of issue. When I teach students how to update the FAR, AIDAR and CIBs, I help students create their own personalized method of subject indexing; I think this is especially helpful when they find themselves alone in a remote mission with no one to assist them. However, I believe it is worth considering whether we should create such an index. A tool of this nature would be useful not only for the course, but for AID acquisition staff generally; it would require updating by AID Washington with the January 1 cumulative CIB and by the index user with each new CIB. Please let us know your thoughts on this.

Unfortunately, there were a great many complaints this time about the facility. It appears that the room in which FAAR is taught (210) was not cleaned or was inadequately cleaned throughout the three-week course. I understand that Jean is looking into this concern for future classes.

As usual, FAAR overall proved an excellent method of training in acquisition for AID contracting staff and XO's. It is helpful to mission staff now to have this and the CNPP course available on a regular twice-a-year basis, so that participation may be scheduled whenever staff need the training. We look forward to presenting the course again in January, and I personally look forward to AID's excellent students again.

MEMORANDUM

TO: Jean Stevens, Liz Cordaro

FROM: Pat Bleicher, Management Concepts Incorporated

DATE: October 25, 1989

RE: CNPP Course Evaluations and Comments for
September 25-29, 1989

Management Concepts considers the fall CNPP course the most successful class presented in this series: everything worked together, including the type and number of student questions, to produce very clear coverage of the widely-diverse materials in only four days. Part of the reason instruction in grants, cooperative agreements, contracts, host-country contracts and related materials was possible in such a short time was the small class size. [I believe we have found the ideal size (11-12) if this course is to be only four days long; when class size approaches 20 students, we truly need an extra day to cover all questions and student concerns--they are legitimate issues that affect policy in AID missions.]

Participants, as usual, rated the course very highly indeed, with a full 100% approval rating of very good or excellent in all categories. Indeed, the only concerns raised were by two students who were unable to participate for the entire class time due to pressure of outside responsibilities, and one student with similar outside work had no trouble at all.

Letters to the instructor from AID missions all over the work suggest that this course is useful in the most basic sense, and worth every taxpayer dollar spent to develop and present it. There are two concerns about this course, however, which deserve the attention of the Project Manager and of the AID Contracting Officer.

First, this course comes too late for some Project Officers; it should be presented to them very early in their AID careers. It is imperative, in my opinion, that AID consider re-positioning this course within PO career development. Management Concepts will be happy to meet with any AID official who wishes to discuss this concern.

Second, this course has been evaluated by every student who has ever been a participant, and has been found to be highly effective. We have had the opportunity to review student critiques and make necessary course improvements. It has also, however, been evaluated by several nonstudent observers. We would have appreciated copies of such evaluations for purposes of making course improvements.

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