



THE OHIO STATE UNIVERSITY

JOHN GLENN COLLEGE OF PUBLIC AFFAIRS

Summer Semester 2018

PUBAFRS 7550 – Contract Management

Elective

Credit Hours: 3

Room 060 Page Hall

Thursdays, May 10 through July 26 from 5:30 pm – 8:40 pm

Final Exam Due August 1, 2018

Instructor

Kevin Stockdale

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Office Hours: by appointment

Student Learning Objectives:

- Determining which services may be best delivered by the private sector.
- Identifying critical success factors to include in service contracts to ease contract administration.
- Managing a procurement engagement and leveling the playing field for competition and evaluation.
- Developing and negotiating performance based public sector services contracts.
- Working in the environment in which public procurement is conducted; ethics, confidentiality and public information, protests and disputes.
- Critically analyze outcomes of contracted public sector services.

Course Description

Outsourcing, privatization, or alternative service delivery are currently advertised as instruments to achieve balanced budgets at all levels of government in countries around the world. Do the contracting methods employed yield best value? How can public entities successfully engage in agreements that provide efficient and effective services that meet the needs of the community?

This course provides students with a perspective on the issues and practices that are employed to contract for services provided by and for the public sector, and the importance of successfully managing those relationships.

Course Reading Materials

- Text: Contracting for Public Sector Services, Lawrence L. Martin, Ph.D. and John R. Miller, CPPO, *2006 NIGP* - - ISBN# 1-932315-08-x

- Students can access textbook information via the Barnes & Noble bookstore website: www.shopOhioState.com as well as from their BuckeyeLink Student Center. This information is disseminated by B&N to all area bookstores. You may buy from a store of your choice and/or shop for books (always use ISBN# for searches) online.
- Students can also access the textbook at www.nigp.org, select NIGP Store and then Publications.
- Provided: Trevor L. Brown, Matt Potoski, and David M. Van Slyke “The Challenges of Contracting for Large Complex Projects: A Case Study of the Coast Guard’s Deepwater Program,” *IBM Center for the Business of Government, 2008 and 2010.*”

Provided: Other readings in public-sector contracting and supplier relationship management.

Grading and Course Requirements

The requirements for this course consist of five aspects. The composition of the course grade will be composed of the following:

1. 15% Written analysis and presentation of assigned readings (1 page synopsis)
2. 25% Written analysis and class discussion of two Coast Guard Case Studies (2-3 pages)
3. 35% Case Study analysis and presentation of public-sector procurement (6 pages)
4. 20% Take home Final on all course materials
5. 10% Class participation (see Attendance Policy below)

1. Written analysis and presentation of assigned readings: (15%)

Readings in public sector contracting will be provided on the Carmen site. Beginning in week three, students will present a synopsis of one of the readings. Students should be prepared to make a presentation to the class limited to ten (10) minutes with an additional five (5) minutes for class discussion that you will facilitate. In the event that students do not have questions, please prepare thoughtful questions for the students to address. The presentation should address:

- A synopsis of the reading
- Public Policy issues related to the reading
- Lessons learned from the engagement experience

You may use PowerPoint for your presentation. You must prepare a single page summary of the reading to be provided to the rest of the class members on the day of the class presentation.

Your work will be evaluated on the quality of your written synopsis and class discussion participation.

2. Written Analysis and Class Discussion of Coast Guard Case Studies: (25%)

Read and prepare an Analysis of the Coast Guard Case Studies (provided - 52 pages). Your Analysis (2-3 pages) shall include:

- A summary of key events
- The main causes of failure
- Recommendations for improving the contracting relationship.

Your analysis will form the basis of discussion regarding the Coast Guard Case Study. Your work will be evaluated on the quality of your written analysis and class discussion participation.

3. Case Study analysis and presentation of public sector procurement: (35%)

The evaluation of your work shall include the quality of the written analysis, the thoroughness of your research, and the presentation/discussion of findings. In addition, you will present lessons learned about the Case Study. Students should be prepared to make a presentation to the class limited to twenty (20) minutes with an additional seven (7) minutes for class discussion that you will facilitate. In the event that students do not have questions, please prepare thoughtful questions for the students to address. The presentation should address:

By the Third week of class, you will choose an actual public sector contract event. Choose a case study that has been through a complete implementation cycle, with a known outcome. The service must have been competed between two or more potential sources. For the case study, you are required to present an analysis of whether or not contracting was appropriate and whether the method of contracting supported the stated goals, with key points to support your analysis. Your report shall include:

- The main challenges for the entity
- The major stakeholders and their responsibilities and concerns
- The description of the pre-contract service delivery model, product, or process drawn from the case study or other research
- The reasons for determining to outsource
- How the outsourcing engagement was competed; the subject goods or services and the type of contract used.
- How and why the outsourcing engagement succeeded or failed (lessons learned)

Research tips: Information is readily available in electronic or other forms. Consequently, you are expected to rely on several sources for your analysis.

Consider a variety of sources, including but not limited to:

- ✓ Authorizing legislation or other relevant legal documents (e.g. contracts)
- ✓ Material published by the entity
- ✓ Evaluations conducted by oversight functions (e.g. legislative oversight committees, public ombudsmen, inspector general reports, Government Accountability Office or a state/local equivalent)
- ✓ Reports in periodicals
- ✓ Reports/position papers from stakeholders
- ✓ Interviews, and
- ✓ Blogs

Cite all sources and be consistent in the method by which you cite (e.g. footnotes, endnotes, APA style.) A list of references does not count against the six page threshold. All written reports shall contain your name and a page number in the header or footer of each page. You may use PowerPoint for your presentation.

4. Take home Final Assignment on all course materials (20%)

The final course assignment (take home Final) is a written exam covering all course materials and includes developing a contractor performance measurement tool for a provided real-world case of public sector procurement. Your work will be evaluated on the quality and feasibility of the contractor performance measurement tool, including how thoroughly the tool mitigates risk.

5. Class participation (see Attendance Policy below) (10%)

The grading scale will be as follows:

SCORE	GRADE	SCORE	GRADE	SCORE	GRADE	SCORE	GRADE
93-100	A	87-89.9	B+	77-79.9	C+	67-69.9	D+
90-92.9	A-	83-86.9	B	73-76.9	C	60-66.0	D
		80-82.9	B-	70-72.9	C-	< 60	E

Attendance Policy

Due to the highly interactive nature of all class sessions, prompt attendance is imperative. For each assignment, participation of presenters and the class is part of the grading evaluation. Kindly extend

the courtesy of requesting an excused absence or tardiness in advance whenever there is a known event/requirement precluding timely attendance.

Assignment Calendar and Outline

Contracting for Public Sector Services text Chapter readings should be completed on the weeks listed below. PLEASE BRING YOUR TEXT TO CLASS.

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| WEEK 1 | May 10th – Introduction to Class: Assignments, Presentation Scheduling, & Case Studies
Readings: None
Assignment: None due |
| WEEK 2 | May 17th – Contracting for Public Sector Services
Readings: Chapter 1
Assignment: None due |
| WEEK 3 | May 24th – Deciding to Contract
Readings: Chapter 2
Assignment: Analysis of Assigned Readings Group 1 & Select Final Case Study |
| WEEK 4 | May 31st – Public-Private Competition
Readings: Chapter 3
Assignment: Analysis of Assigned Readings Group 2 |
| WEEK 5 | June 7th – Performance-Based Contracting
Readings: Chapter 5
Assignment: Analysis of Assigned Readings Group 3 |
| WEEK 6 | June 14th – Analysis of Assigned Readings
Readings: Coast Guard Focus
Assignment: None due |
| WEEK 7 | June 21st – The Request for Proposal Document
Readings: Chapter 4
Assignment: Coast Guard Analysis |
| WEEK 8 | June 28th – Proposal Evaluation
Readings: Chapters 6
Assignment: None due |
| WEEK 9 | July 5th – Contract Award & Protests and Disputes and Monitoring & Extensions, Renewals, and Transitional Contract Issues
Readings: Chapter 7 & 9 |
| WEEK 10 | July 12th – Case Studies Presentations and Discussions |

- WEEK 11 July 19th – Contract Administration
Readings: Chapters 8
- WEEK 12 July 26th – Case Studies Presentations and Discussions
- FINAL Aug 1st **Final Assignment due**

Academic Misconduct

The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University’s Code of Student Conduct and that all students will complete all academic and scholarly assignments with fairness and honesty. Failure to follow the rules and guidelines established in the University’s Code of Student Conduct may constitute “Academic Misconduct.” Sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

In the Ohio State University’s Code of Student Conduct, Section 3335-23-04 defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the University, or subvert the educational process.” Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University’s Code of Student Conduct is never considered an “excuse” for academic misconduct.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Glenn College Diversity Values

The Glenn College is committed to nurturing a diverse and inclusive environment for our students, faculty, staff, and guests that celebrates the fundamental value and dignity of everyone by recognizing differences and supporting individuality. We are dedicated to creating a safe space and promoting civil discourse that acknowledges and embraces diverse perspectives on issues and challenges that affect our community.

Accommodation Policy

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact**

information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Mental Health Statement

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know is suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the **Office of Student Life Counseling and Consultation Services (CCS)** by visiting ccs.osu.edu or calling 614-292- 5766. CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at 614--292--5766 and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1--800--273--TALK or at suicidepreventionlifeline.org. Also, the OSU Student Advocacy Center is a resource to help students navigate OSU and to resolve issues that they encounter at OSU – visit <http://advocacy.osu.edu/> .