

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

<b>BPA CERTIFICATION LEVEL</b> (from Supply Chain)	<b>WARRANT AUTHORITY ELIGIBILITY</b> (from HCA)	<b>SERIES &amp; GRADE LEVEL</b> (generally)	<b>REQUIRED COURSES - HOURS</b> Desire or elective courses	<b>EDUCATION</b> MINIMUM HOURS/	<b>EXPERIENCE</b> MINIMUM MONTHS/ YEARS	<b>CONTINUOUS LEARNING</b>
<b>NOMINAL</b>	<b>COMMERCIAL \$10,000</b>	<b>Non GS1105 &amp; 1102; all grades</b>	<b>Fundamentals of Purchasing— 16 HCA Intro to BPI – 3</b>	<b>19 hours</b>	<b>6 MONTHS</b>	<b><u>ENCOURAGED</u></b> 24 hours every year
<b>I ENTRY</b>	<b>\$50,000 \$100,000 \$250,000</b>	<b>1105: GS 5-8  1102: GS 5-9</b>	<b>Fundamentals of Purchasing – 16 HCA Intro to BPI – 3 Mission Support Planning (CON 110) or equivalent – 40 Mission Planning Execution (CON 111) or equivalent – 40 Mission Performance Assessment (CON 112) or equivalent – 40</b>	<b>139 hours</b>	<b>1 YEAR</b>	<b><u>ENCOURAGED</u></b> 80 hours every 2 years
<b>II INTERMEDIATE</b>	<b>\$500,000 \$1,000,000</b>	<b>1105: GS 8-10  1102: GS 9-12</b>	<b>Legal Considerations in Contracting (CON 216) or equivalent – 40 Cost Analysis and Negotiation Techniques (CON 217) or equivalent – 40  Electives (minimum 80 hours) May include BPA COTR training, Mission Focused Contracting (CON 120) or equivalent – (80 hours) or other intermediate level courses on contracting and/ or financial assistance</b>	<b>160 hours</b>	<b>3 YEARS</b>	<b><u>ENCOURAGED</u></b> 80 hours every 2 years
<b>III ADVANCED</b>	<b>\$5,000,000 \$UNLIMITED</b>	<b>1105: N/A  1102: GS 12 and above</b>	<b>Electives – 120 hours May include Advanced Business Solutions for Mission Support (CON 353) or equivalent – (80 hours), and other intermediate to advanced level courses in contracting, financial assistance, and project management</b>	<b>120 Hours</b>	<b>5 YEARS</b>	<b><u>ENCOURAGED</u></b> 80 hours every 2 years

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

### **NOMINAL:**

**Purchasing Fundamentals or equivalent** – 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.

**HCA Introduction to BPI** – Define the legal authorities and origin of the Bonneville Purchasing Instructions; policy manual organization and content; key concepts that are similar or dissimilar to the FAR; application of commercial purchase practices.

### **LEVEL I:**

**Mission Support Planning (CON 110) or equivalent** – The knowledge and skills necessary to perform planning and pre-solicitation activities during the acquisition planning phase of the acquisition process, from forecasting requirements through receipt of procurement request.

**Mission Planning Execution (CON 111) or equivalent** – Basic procedures for acquisition of both commercial and noncommercial requirements, effectively conduct price analysis to determine when a price is fair and reasonable, conduct basic competitive acquisitions, process awards, and handle protests before and after contract award.

**Mission Performance Assessment (CON 112) or equivalent** – The knowledge and skills necessary to use appropriate performance metrics when evaluating contractor performance and to work with their customers to ensure contract performance is satisfying mission needs. Students will also explore assessment strategies and performance remedies, how to make and price contract modifications, deal with disputes, and close out completed contracts.

### **LEVEL II:**

**Legal Considerations in Contracting (CON 216) or equivalent** –The basic principles and sources of law relevant to procurement, including fiscal law. Also addresses other legal issues that may arise during the course of a contract such as protests, assignment of claims, disputes, fraud, contractor debt, performance issues, and contract termination.

**Cost Analysis and Negotiation Techniques (CON 217) or equivalent** – Advanced pricing methods and techniques in order to analyze a contractor's proposal and develop government negotiation objectives. Also introduces the concepts necessary for successful negotiations.

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### **Electives Level II (minimum 80 hours)**

May include **BPA COTR training (24 hours)**, **Mission Focused Contracting (CON 120, 80 hours)** Spans the entire acquisition process from mission support planning through contract closeout. Use of integrated case studies provides students the opportunity to apply leadership, problem solving, and negotiation skills plus the knowledge and skills they have gained in this and the prerequisite courses.

– Or other intermediate level courses on contracting and/or financial assistance.

### **LEVEL III:**

#### **Electives Level III – (minimum 120 hours)**

May include **Advanced Business Solutions for Mission Support (CON 353, 80 hours)**, or **comprehensive Project Management (minimum 40 hours)**. Through realistic scenario-based learning, students are provided the opportunity to work in teams to practice developing sound business solutions as a valued strategic and expert business advisor.

– And/or other intermediate to advanced level courses in contracting and/or financial assistance.