



2024 DCAA Training Plan

April DCAA Training

Theme: DCAA Introductory Series

Topics: Intro to DCAA and Audit Process Overview
Breaking Into GovCon from a DCAA Perspective

Date: April 3, 2024

Time(s): 2:00-4:00pm Eastern / 1:00-3:00pm Central / 12:00-2:00pm Mountain / 11:00am-1:00pm Pacific

Registration Link: https://us02web.zoom.us/webinar/register/WN_7k5m2z0yR8qk8rPB1ukgkw

Training Description:

Your APEX Accelerator and the National APEX Accelerator Alliance (NAPEX) are excited to announce the upcoming DCAA Introductory Series, including *Intro to DCAA and Audit Process Overview* and *Breaking Into GovCon from a DCAA Perspective*.

Join us as experts from the Defense Contract Audit Agency (DCAA) discuss roles and responsibilities of their agency, and discuss the various types of audits performed throughout the acquisition lifecycle. This presentation will provide an overview of DCAA's audit process and some common items related to the audit process. Participants will learn the importance of adequate assertions, scheduling entrance and exit conferences, communicating throughout the audit, auditor site visits and requests for information.

The DCAA will then break down the impact of the 2019 GAO "Contract Financing" report and the subsequent Office of the Under Secretary of the Defense for Acquisition and Sustainment Defense Pricing and Contracting finance study. DCAA will provide information about the types of contract awards and the requirements for each, as well as the common misconceptions of FAR, CAS, and TINA.



2024 DCAA Training Plan

May DCAA Training

Theme: Cost Reimbursable Requirements Series - Part 1

Topics: Incurred Cost Submissions
Contract Briefs

Date: May 1, 2024

Time(s): 2:00-4:00pm Eastern / 1:00-3:00pm Central / 12:00-2:00pm Mountain / 11:00am-1:00pm Pacific

Registration Link: https://us02web.zoom.us/webinar/register/WN_-v5gJJD0SbqFBgo477X40w

Training Description:

Your local APEX Accelerator and the National APEX Accelerator Alliance (NAPEX) are excited to announce the upcoming DCAA Cost Reimbursable Requirements Series. Part 1 of the Cost Reimbursable Requirements Series includes *Incurred Cost Submissions* and *Contract Briefs*.

At the end of a defined accounting period, federal government contractors must submit actual costs incurred to DCAA. The intention of this process is for DCAA to review costs claimed to ensure they are allowable, allocable, and reasonable per FAR 31, as well as within the terms of their respective contracts. DCAA will discuss requirements for the annual submission and what DCAA considers to be elements of an adequate submission. This training provides an overview of the DCAA Incurred Cost Electronic (ICE) model, which provides contractors with a standard user-friendly package to compile their financial data. DCAA will also discuss its adequacy review process and means of how they select submissions for audit.

Why is briefing your contracts so important? Contract briefs are your "One Stop Shop" for all pertinent information, including contract provisions, clauses, requirements, allowability, funding, and so much more! DCAA will discuss the use of contract briefs in audits, reviewing vouchers, and the usefulness of contract brief information while monitoring your contract expenditures.



2024 DCAA Training Plan

June DCAA Training

Theme: Cost Reimbursable Requirements Series - Part 2

Topics: Audits Under the SBIR/STTR Programs from a DCAA Perspective
Accounting System Requirements

Date: June 5, 2024

Time(s): 2:00-4:00pm Eastern / 1:00-3:00pm Central / 12:00-2:00pm Mountain / 11:00am-1:00pm Pacific

Registration Link: https://us02web.zoom.us/webinar/register/WN_5Mm2xyAUTUKhHV5be2L5lg

Training Description:

Your local APEX Accelerator and the National APEX Accelerator Alliance (NAPEX) are excited to announce the upcoming DCAA Cost Reimbursable Requirements Series. Part 2 of the *Cost Reimbursable Requirements Series* includes *Audits Under the SBIR/STTR Programs from a DCAA Perspective* and *Accounting System Requirements*.

Each year, over 5,000 contracts totaling well over \$3.2 billion are awarded for SBIR/STTR programs. Learn more about these programs and how your company may benefit from these types of contract awards. DCAA will define its role, outline DCAA audits applicable to SBIR/STTR, explain ways small businesses can prepare for audits, and discuss resources available for small businesses.

Prior to being awarded a cost reimbursable contract, federal government contractors need to ensure their accounting system is adequate for determining costs applicable to federal contracts. This is accomplished when DCAA conducts a Pre-Award Accounting System Audit at the request of a federal agency. During this training, DCAA will discuss the federal regulations that define an acceptable accounting system, evaluate the minimum requirements of the SF 1408 criteria, and how small businesses can prepare for this type of audit. Experts from DCAA will differentiate between direct versus indirect costs, define total contract costs, provide an overview of indirect allocation bases, and learn how FAR Part 31 clauses describe allowability, allocability, and reasonableness.



2024 DCAA Training Plan

July DCAA Training

Theme: Pricing Series - Part 1

Topics: Elements of an Adequate Proposal
Cost and Price Analysis for Small Business

Date: July 10, 2024

Time(s): 2:00-4:00pm Eastern / 1:00-3:00pm Central / 12:00-2:00pm Mountain / 11:00am-1:00pm Pacific

Registration Link: https://us02web.zoom.us/webinar/register/WN_qsAGmZgiQ7yXkAKLkH5o3w

Training Description:

Your local APEX Accelerator and the National APEX Accelerator Alliance (NAPEX) are excited to announce the upcoming DCAA Pricing Series. Part 1 of the Pricing Series includes Elements of an Adequate Proposal and Cost and Price Analysis for Small Business.

Proposals are contractor prepared packages made in response to government solicitations and include the contractor's budgeted costs for the projected period of performance of the solicitation. Join experts from DCAA as they discuss the requirements of these proposal packages set forth in FAR Part 15 and DFARS 252.215-7009. The training will walk participants through all the proposal cost elements, including direct labor, material, subcontracts, ODCs, and indirect rates. The DCAA will also discuss how the agency determines the adequacy of your proposal submission. Additionally, the DCAA will provide examples of budgeting practices using historical data considerations, examples of adequacy non-compliances, and regulatory resources to assist with proposal development.

Cost and Price Analysis is often a tricky topic for small businesses. The DCAA will go over the requirements of cost versus price analysis and when one (or both) is required. The DCAA will define the FAR requirements for "Certified Cost or Pricing Data" and what is the FAR requirement for "Data Other Than Certified." Practices for both cost and price analysis will also be discussed.



2024 DCAA Training Plan

August DCAA Training

Theme: Pricing Series - Part 2

Topics: Indirect Costs and Rates
Monitoring Subcontracts

Date: August 7, 2024

Time(s): 2:00-4:00pm Eastern / 1:00-3:00pm Central / 12:00-2:00pm Mountain / 11:00am-1:00pm Pacific

Registration Link: https://us02web.zoom.us/webinar/register/WN_m8bH5rHjSlyUIVw2JrjJTQ

Training Description:

Your local APEX Accelerator and the National APEX Accelerator Alliance (NAPEX) are excited to announce the upcoming DCAA Pricing Series. Part 2 of the Pricing Series includes *Indirect Costs and Rates* and *Monitoring Subcontracts*.

Not sure how to build your indirect rates? Experts from DCAA will define direct versus indirect costs, what general indirect rate structures look like, and the relationship between indirect pools and bases. Additionally, the DCAA will discuss the life cycle of indirect rates, then build example indirect rates using the four-step method in allocating indirect costs to Government Contracts.

Confused about what your requirements as a prime contractor are when it comes to your selection and oversight of your subcontracts? The DCAA will provide information about navigating through the world of subcontracting. Discussion will include the documentation of subcontract selections, subcontracting requirements, and the responsibilities of a prime contractor. Additionally, the DCAA will highlight the importance of monitoring subcontracts, what information is required when submitting your annual incurred cost submission, as well as what the subcontractor will need to provide to the prime contractor.



2024 DCAA Training Plan

September DCAA Training

Theme: Billing Series

Topics: Provisional Billing Rates
Barriers to Payments from a DCAA Perspective

Date: September 4, 2024

Time(s): 2:00-4:00pm Eastern / 1:00-3:00pm Central / 12:00-2:00pm Mountain / 11:00am-1:00pm Pacific

Registration Link: https://us02web.zoom.us/webinar/register/WN_WOZYwSfTQEulXqMf9Y5AyQ

Training Description:

Your local APEX Accelerator and the National APEX Accelerator Alliance (NAPEX) are excited to announce the upcoming DCAA Billing Series, including *Provisional Billing Rates* and *Barriers to Payments from a DCAA Perspective*.

Cost reimbursable contract awards are great for small businesses because of the opportunity for frequent monthly billing. One requirement of cost reimbursable awards and monthly invoicing to the government is the need for Provisional Billing Rates (PBRs). Join experts from DCAA as they define PBRs, their purpose, and the procedures for establishing these rates. Additionally, the DCAA will discuss when PBRs need to be submitted to DCAA for approval, the type of information that should be included in a PBR package, and the importance of monitoring your business' expenditures throughout the year.

Congratulations! You have your first cost reimbursable award! Now what? The DCAA will define what types of contracts are eligible for interim reimbursement, DCAA's responsibility, and regulatory oversight your company should be familiar with. The DCAA will dive into the preparation of vouchers, the SF 1034, and the DCAA pre-payment assessment. Learn examples of noncompliances DCAA finds when reviewing interim vouchers and how your small business can avoid them. Additionally, the DCAA will provide an overview on how to navigate the Procurement Integrated Enterprise Environment formerly known as PIEE, the system your business will use to submit interim vouchers.



2024 DCAA Training Plan

October DCAA Training

Theme: DCAA Introductory Series

Topics: Intro to DCAA and Audit Process Overview
Audits Under the SBIR/STTR Programs from a DCAA Perspective

Date: October 2, 2024

Time(s): 2:00-4:00pm Eastern / 1:00-3:00pm Central / 12:00-2:00pm Mountain / 11:00am-1:00pm Pacific

Registration Link: https://us02web.zoom.us/webinar/register/WN_HZfnPYoFSY-uKyhfAztXyQ

Training Description:

Your local APEX Accelerator and the National APEX Accelerator Alliance (NAPEX) are excited to announce the upcoming DCAA Introductory Series, including *Intro to DCAA and Audit Process Overview* and *Audits Under the SBIR/STTR Programs from a DCAA Perspective*.

Join experts from the DCAA as they explore the roles and responsibilities of Defense Contract Audit Agency (DCAA) as well as the various types of audits performed throughout the acquisition lifecycle. Additionally, this presentation will provide an overview of DCAA's audit process and some common communications contractors will experience throughout the audit. While each audit is different, there are some common questions small businesses have relating to the process. Participants will learn the importance of adequate assertions, scheduling entrance and exit conferences, communicating throughout the audit, auditor site visits and requests for information.

Each year, the federal government awards over 5,000 contracts totaling well over \$3.2 billion for SBIR/STTR programs. Join DCAA and learn more about these programs and how your company may benefit from these types of contract awards. The training will explain DCAA's role, outline DCAA audits applicable to these programs, communicate ways small businesses can prepare for audits, and discuss resources available for small businesses.



2024 DCAA Training Plan

November DCAA Training

Theme: Pricing Series - Part 1

Topics: Elements of an Adequate Proposal
Indirect Costs and Rates

Date: November 6, 2024

Time(s): 2:00-4:00pm Eastern / 1:00-3:00pm Central / 12:00-2:00pm Mountain / 11:00am-1:00pm Pacific

Registration Link: https://us02web.zoom.us/webinar/register/WN_CiuEi1VxTeOvSaYyeNANAQ

Training Description:

Your local APEX Accelerator and the National APEX Accelerator Alliance (NAPEX) are excited to announce the upcoming DCAA Pricing Series, including *Elements of an Adequate Proposal* and *Indirect Costs and Rates*.

Proposals are contractor prepared packages made in response to government solicitations and include the contractor's budgeted costs for the projected period of performance of the solicitation. Experts from DCAA will discuss the requirements of these proposal packages set forth in FAR Part 15 and DFARS 252.215-7009. The training will walk participants through proposal cost elements, including direct labor, material, subcontracts, ODCs, and indirect rates. The DCAA will also discuss how the agency determines the adequacy of your proposal submission. Additionally, the DCAA will provide examples of budgeting practices using historical data considerations, examples of adequacy non-compliances, and regulatory resources to assist with proposal development.

Not sure how to build your indirect rates? Experts from DCAA will define direct versus indirect costs, what general indirect rate structures look like, and the relationship between indirect pools and bases. Additionally, the DCAA will discuss the life cycle of indirect rates, then build example indirect rates using the four-step method in allocating indirect costs to Government Contracts.



2024 DCAA Training Plan

December DCAA Training

Theme: Cost Reimbursable Requirements Series - Part 1

Topics: Accounting System Requirements
Incurred Cost Submissions

Date: December 4, 2024

Time(s): 2:00-4:00pm Eastern / 1:00-3:00pm Central / 12:00-2:00pm Mountain / 11:00am-1:00pm Pacific

Registration Link: https://us02web.zoom.us/webinar/register/WN_gRQm004mTxqEK53UkQtV7A

Training Description:

Your local APEX Accelerator and the National APEX Accelerator Alliance (NAPEX) announce the upcoming DCAA Cost Reimbursable Requirements Series, including *Accounting System Requirements* and *Incurred Cost Submissions*.

Prior to being awarded a cost reimbursable contract, federal government contractors need to ensure their accounting system is adequate for determining costs applicable to federal contracts. This is accomplished when DCAA conducts a Pre-Award Accounting System Audit at the request of a federal agency. Experts from DCAA will discuss the federal regulations that define an acceptable accounting system, evaluate the minimum requirements of the SF 1408 criteria, and how small businesses can prepare for this type of audit. This training will differentiate between direct versus indirect costs, define total contract costs, provide an overview of indirect allocation bases, and explain how FAR Part 31 clauses describe allowability, allocability, and reasonableness.

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